

**60x30TX**



Texas Higher Education  
Coordinating Board

# **REPORTING and PROCEDURES**

## **MANUAL**

for

# **Texas Public Universities**

## **Current Version**

In Effect Summer 2020

## FOREWORD

The reports discussed in this **University** manual fulfill provisions of the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

All reports must be submitted electronically. (See detail in Electronic Data Transfer System section of manual.) A set of instructions for preparing the data in the Coordinating Board format is associated with each report.

If you need to write to the Educational Data Center, the address is:

Educational Data Center  
Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, TX 78711

The fax number is (512) 427-6147.

If you have questions concerning the use or implementation of this manual, contact Douglas Parker for questions regarding all CBM reports except the CBM005, CBM011, and CBM014; Roland Gilmore for questions regarding the CBM005, CBM011, and CBM014; and Victor Reyna regarding general reporting questions at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Douglas Parker	(512) 427-6136	<a href="mailto:Douglas.Parker@highered.texas.gov">Douglas.Parker@highered.texas.gov</a>
Jennifer Gonzales	(512) 427-6235	<a href="mailto:Jennifer.Gonzales@highered.texas.gov">Jennifer.Gonzales@highered.texas.gov</a>
Victor Reyna	(512) 427-6286	<a href="mailto:Victor.Reyna@highered.texas.gov">Victor.Reyna@highered.texas.gov</a>

Click on [Memos Related to Changes to the CBM Manual for Universities](#) for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.

Public Universities

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Univ. General Reporting Issues

ADDITIONAL REPORTS/IMPORTANT DATES

Preliminary Headcount Enrollment – Preliminary 12<sup>th</sup> class day fall enrollment due third week of September of each year for release in October

Nursing Shortage Reduction Program (NSRP) – CBM009 data submitted annually by October 1 of each year to count nursing graduates for funding; the nursing graduates must be error-free to be counted (for participating institutions)

Cost Study – Certified fiscal year CBM004 and CBM008 data run in November of each year

Accountability – Certified fall CBM reports run December 1 of each year

Space Model – Certified fall CBM004 and CBM008 reports run in December of each year

Doctoral Exception Report – Doctoral master file with exceptions (from CBM00E) created in February of even years

Formula Funding for Appropriations –

- Initial run in October of even years using calendar year spring, summer, and fall CBM004 hours; sent to the LBB in November
- Final run in February of odd years using certified base year CBM004 hours

## REPORTING PERIODS

The following is a schedule of due dates for the reports contained in this manual.

<u>FALL REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	October 15	November 15
Class Report	CBM004	October 15	November 15
Texas Success Initiative Report	CBM002	February 1	March 1
Faculty Report	CBM008	February 1	March 1
Student Schedule Report	CBM00S	February 1	March 1
Student End of Semester Report	CBM0E1	February 1	March 1
<b>Student Transfer Report</b>	<b>CBM00T</b>	<b>November 1</b> <b>October 15</b>	<b>December 1</b> (Fall 2020 – Initial Year) <b>November 15</b> (Fall 2021 and After)
<u>SPRING REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	February 15 in Odd Year March 15	March 15 April 15
Class Report	CBM004	February 15 in Odd Year March 15	March 15 April 15
Texas Success Initiative Report	CBM002	June 15	July 15
Faculty Report	CBM008	June 15	July 15
Student Schedule Report	CBM00S	June 15	July 15
Student End of Semester Report	CBM0E1	June 15	July 15
<u>SUMMER REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	August 15	September 15
Class Report	CBM004	August 15	September 15
Texas Success Initiative Report	CBM002	October 1	November 1
Faculty Report	CBM008	October 1	November 1
Student Schedule Report	CBM00S	October 1	November 1
Student End of Semester Report	CBM0E1	October 1	November 1
<u>ANNUAL REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Course Inventory	CBM003	May	
Graduation Report	CBM009	October 1	November 1
Building and Room Report	CBM005	October 15	November 15
Admissions Report	CBM00B	October 15	November 15

<u>Univ. General Reporting Issues</u>				
Students in Self-Supporting Courses and Programs	CBM00X	September 15		October 15
<u>BIENNIAL REPORTS</u>		<u>Initial Submission Due Date</u>		<u>Certification Date</u>
Doctoral Exception Report	CBM00E	March 15		April 15
<u>ANY TIME REPORTS</u>		<u>Due Date</u>		
Student Number Change Report	CBM00N	Any Time		
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1		
Facilities Building Inventory Report	CBM014	January – October certified by Nov. 1		

## Univ. General Reporting Issues

### COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6147
  - A. All university CBM Reports, except CBM005, CBM011, and CBM014:  
Douglas Parker, Data Analyst 512-427-6136  
INTERNET address: [Douglas.Parker@highered.texas.gov](mailto:Douglas.Parker@highered.texas.gov)
  - B. CBM005, CBM011, and CBM014:  
Jennifer Gonzales, Senior Program Director 512-427-6235  
INTERNET address: [Jennifer.Gonzales@highered.texas.gov](mailto:Jennifer.Gonzales@highered.texas.gov)
  - C. Electronic Data Transfer System:  
Torca Bunton, Data Specialist 512-427-6532  
INTERNET address: [Torca.Bunton@highered.texas.gov](mailto:Torca.Bunton@highered.texas.gov)
  - D. General Questions:  
Victor Reyna, Director 512-427-6286  
INTERNET address: [Victor.Reyna@highered.texas.gov](mailto:Victor.Reyna@highered.texas.gov)
- II. Program and Course Inventory Questions: Educational Data Center, FAX: 512-427-6147  

Use the query facility via the Interactive Access to Data to access your inventory to see what is currently approved via the web server at INTERNET address <http://www.txhighereddata.org/>.
- III. Financial Aid Database: Educational Data Center, FAX: 512-427-6147  
Tanya Trevino, Systems Support Specialist III 512-427-6123  
INTERNET address: [Tanya.Trevino@highered.texas.gov](mailto:Tanya.Trevino@highered.texas.gov)
- IV. Funding Questions: Finance and Resource Planning, FAX: 512-427-6147  
Jennifer Gonzales, Senior Program Director 512-427-6235  
INTERNET address: [Jennifer.Gonzales@highered.texas.gov](mailto:Jennifer.Gonzales@highered.texas.gov)
- V. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147  
Jennifer Gonzales, Senior Program Director 512-427-6235  
INTERNET address: [Jennifer.Gonzales@highered.texas.gov](mailto:Jennifer.Gonzales@highered.texas.gov)
- VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420  
DeCha Reid, Director 512-427-6393  
INTERNET address: [DeCha.Reid@highered.texas.gov](mailto:DeCha.Reid@highered.texas.gov)
- VII. Texas Success Initiative Questions: Research and Evaluation, FAX: 512-427-6147  
Melissa Humphries, Director 512-427-6546  
INTERNET address: [Melissa.Humphries@highered.texas.gov](mailto:Melissa.Humphries@highered.texas.gov)



## ELECTRONIC DATA TRANSFER SYSTEM

The submission of CBM reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report.

State and federal security requirements mandate that confidential data be transferred using a secure process. All files are required to be submitted or retrieved via the MOVEit® DMZ portal. Institutions will be able to access the secure site using a web browser or a SFTP client (FileZilla, WinSCP, SSH Secure, etc.). Detailed instructions for MOVEit® DMZ are available on the CB Data Exchange page (<http://www.txhighereddata.org/Interactive/edcportal/>).

You may create the data file containing a header record, data records, and a trailer record by whatever method available.

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory.

The data content of files will be as defined on the Data Processing Record Layout of each report. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

Univ. General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID – Always ‘HY2K’	1	4
Item #2	Institution Code - FICE – Numeric	5	6
Item #3	Data Identifier, i.e., CBM001, CBM011, etc.	11	6
Item #4	Semester – Numeric (‘1’ thru ‘3’ or ‘5’)	17	1
Item #5	Year – Numeric - YYYY	18	4
Item #6	Record Type – C for a Complete report (U is valid only for the CBM003)	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., “0080”, “0090”, “0102”, “0108”, “0120”	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

**NOTE:** Use a space (not a special character) to separate the name and e-mail address. The length of the record may extend up to 400 characters in order to contain the name and e-mail address.

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DATA RECORDS

For CBM Reports, data record formats must match the record formats specified in the documentation for each report.

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TRAILER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID – Always ‘EOF1’	1	4
Item #2	Record Count – Numeric, leading zeros (Number of data records in file, not including “Header” and “Trailer” records)	5	5

Record size may be any length up to 400 characters

## Univ. General Reporting Issues

### EDIT REPORT OUTPUT FILES

The following file name is an example of the naming convention used for the edit report output files:

**CBM001\_FALL\_2011\_S\_003304\_201110150136262.TXT**

**CBM001** – CBM report type

**\_** - used as a separator

**FALL** – the report semester (can also be SPRING, SUMMER, ANNUAL)

**\_** - used as a separator

**2011** – Report Year

**\_** - used as a separator

**S** – Institution type

**\_** - used as a separator

**003304** – FICE code of institution

**\_** - used as a separator

**201110150136262** – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

### EDC Data Report Processing Schedule

Reports received by	Edit run begins	Edit reports approximately posted
6:00 a.m.	6:20 a.m. (M-Su)	7:00 a.m.
8:00 a.m.	8:20 a.m. (M-F)	9:00 a.m.
10:00 a.m.	10:20 a.m. (M-F)	11:00 a.m.
1:00 p.m.	1:20 p.m. (M-F)	2:00 p.m.
3:00 p.m.	3:20 p.m. (M-F)	4:00 p.m.
6:00 p.m.	6:20 p.m. (M-Th)	7:00 p.m.

### Edit Summary Report Year-to-Year Comparisons

The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It shows the percentage increase/decrease of items and evaluates the items identified with a Review message. If the original report had only one column, the comparison data is in the adjacent column. If the original report had multiple columns, the comparison data is in the next row and asterisks are printed below the column in question.

For enrollment, degree, and faculty reports, if the absolute value of the difference between the current year and prior year item is:

- 1) less than 50, a Review message is not printed;
- 2) between 50 and 10,000, a percentage change greater than 25% is identified;
- 3) between 10,000 and 100,000, a percentage change greater than 20% is identified; or
- 4) greater than 100,000, a percentage change greater than 10% is identified.

## Univ. General Reporting Issues

For semester credit hour reports, if the absolute value of the difference between the current year and prior year item is:

- 1) less than 100, a Review message is not printed;
- 2) between 100 and 10,000, a percentage change greater than 35% is identified;
- 3) between 10,000+ and 100,000, a percentage change greater than 30% is identified; or
- 4) greater than 100,000, a percentage change greater than 20% is identified.

## Univ. General Reporting Issues

### CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within four working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. Here is a fall example of the follow-up procedures for ensuring timely certification of the reports are:

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if there has been no initial submission of a specific report within 2 weeks of the due date or if a specific report is not received within two days after the certification date.<sup>1</sup>
2. An email from the Director of the Educational Data Center will be sent to the Reporting Official if the report has not been received and certified by December 1st.
3. An inquiry letter will be emailed to the THECB liaison from the Assistant Commissioner if the report has not been received and certified by December 8th.
4. A letter indicating that the certification of the CB report is delinquent will be emailed to the President from the Assistant Commissioner if the report has not been certified by December 15th.

<sup>1</sup> This step will be adjusted for institutions that have notified the THECB that they plan to report late-start session, such as eight-week courses, as part of their regular reporting and not as flex.

### CHANGES TO CERTIFIED REPORTS

- A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.
- B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.
- C. Requests to change data which are already published must be approved by the Commissioner.

CERTIFICATION STATEMENT – INSTRUCTIONS

When an edit for a CBM report is returned to the reporting institution, one of two actions is required:

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.
2. Justification of all “Review” items is **required** before certification can be applied.
3. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:
  - a. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement “I hereby certify ...” and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
  - b. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example on the following page shows the certification of Lone Star University's fall 2010 CBM001 and CBM004.

Univ. General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY 003304

DATE: DECEMBER 1, 2019

I hereby certify that the following report(s) is (are) correct and the data are usable in all output reports.

<u>REPORT NUMBER</u>	<u>SEMESTER AND YEAR</u>
CBM001	<u>FALL 2019</u>
CBM004	<u>FALL 2019</u>

Justification of Review items is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
REPORTING OFFICIAL

STUDENT REPORT  
CBM001

The Student Report (CBM001) reflects all students enrolled at the reporting institution as of the official census date, which is the 12th class day for the Fall and Spring semesters (16-week session) and the 4th class day for each of the summer terms (six-week session). Students who withdraw from a class on or before the official census date will not be included in this report. To be counted for state aid, the students must be registered as of the official census date and the institution must collect tuition and fees in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester.

This report will include all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications).

Census Dates for Other Term Lengths

<u>Fall and Spring Semesters</u>		<u>Summer Semester</u>	
<u>Length of Term (Weeks)</u>	<u>Census Date</u>	<u>Length of Term (Weeks)</u>	<u>Census Date</u>
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th Class Day
12	9th Class Day		
13 – 14	10th Class Day		
15	11th Class Day		
16	12th Class Day		

Summer Sessions

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as Summer I reports and are due on August 15.

Flexible Entry Students

Students enrolled in classes organized after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class



## Univ. Student Report (CBM001)

day of the spring semester will be reported in the first summer semester following, etc. These students will be identified by inserting a '1' in Item #16 to denote "flexible entry".

**NOTE:** A class is organized when students have registered and have paid fees or established accounts receivable.

A class which is organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class, except:

1. students who register for this class after the term census date cannot have the hours reported for state funding on either the CBM001 or CBM004, and
2. students who drop this class before this class's first class day cannot be reported for state funding on either the CBM001 or CBM004.

Any student currently enrolled as of the official census date who subsequently enrolls in a Flexible Entry class organized in the same semester will be assessed tuition and fees as though another class was being added to the student's current load.

Inter-institutional Students. See the discussion in the Introduction of the Class Report, CBM004.

## Reporting Semester Credit Hours

Effective Fall 2019, Item #10A should be the total SCH the student attempted in the current term. All institutions will be expected to report all zeros in Items #22, #24, and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 are to be completed if they apply to undergraduate as well as graduate students. For undergraduate students, item #10A should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35):

- Item #15 – SCH in inter-institutional courses that DO qualify for state funding
- Item #21 – SCH in collegiate courses that DO NOT qualify for state funding
- Item #22 – SCH in developmental education courses/interventions which DO NOT qualify for state funding
- Item #23 – SCH in inter-institutional courses that DO NOT qualify for state funding
- Item #24 – SCH in collegiate courses that DO qualify for state funding
- Item #25 – SCH in developmental education courses/interventions which DO qualify for state funding
- Item #35 – Graduate SCH of Seniors

These items are mutually exclusive. When combined, they represent the total semester credit hours for the undergraduate student. Since Item #35 is graduate hours of undergraduate students, the value in it is not included in the undergraduate 001/004 balance check.

There will be two semester credit hour checks between the student report (CBM001) and the class report (CBM004):

- 1) The credit hours identified in Item #10A for all students on the CBM001, including flexible entry records, minus the sum of the credit hours identified in Items #15 and #23 (inter-institutional SCH) must be within 100 hours of the total SCH of the class records (CBM004), excluding inter-institutional classes, which are coded '1' in Item #21.

## Univ. Student Report (CBM001)

- 2) The sum of the semester credit hours (Item #24) of all undergraduates students identified on the CBM001 that are affected by the undergraduate limit (code of '1' or '2' in Item #27) must be within 50 hours of the sum of the semester credit hours calculated from the enrollments that are affected by the undergraduate limit in Items #18 and #19 on the class report (CBM004), excluding the semester credit hours in inter-institutional classes, which are coded '1' in Item #21.

## Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the semester reported), and who exceed the funding limit (prior to the semester reports). Item #27, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #26, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

Effective fall 2009, in compliance with H.B. 101, 81st Texas Legislature, amendments that relate to those hours not subject to the limitation on formula funding set out in Section 13.103 of Chapter 13, Subchapter F of Board rules will include dual credit course hours for which the student received credit toward a high school diploma and semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (Chapter 13, Subchapter F, Section 13.104).

## Funding Limitation for Doctoral Students

The Legislative limit of 99 doctoral funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

## Distance Education

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

*In response to the COVID-19 pandemic, TAC Rule § 4.264(c) regarding the restriction of submission of distance education courses for formula funding, taken by non-resident students who are located out of state, was temporarily modified on August 31, 2020. Please see the [8/31/2020 Memorandum](#) for additional details about how to report these students.*

## Reporting Non-semester-length Developmental Education Interventions

Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)].

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Interventions of four or more contact hours may be reported for formula funding. Semester credit hours (SCH) should be included in the appropriate SCH fields and reported with two decimal places (consistent with the CBM00S). Students enrolled in interventions that begin after the census date should be reported as flexible entry.

To determine appropriate SCH for reporting, divide the student contact hours by 16 or round the hours to the nearest quarter SCH. Institutions may choose only one of these two methods. Examples are provided below:

- A 5 contact hour intervention: 0031 (5/16) or 0025 (rounded to nearest  $\frac{1}{4}$  SCH)
- An 8 hour SCH intervention: 0050 (8/16) or 0050 (no need to round)
- A 19 contact hour intervention: 0019 (19/16) or 0125 (rounded to nearest  $\frac{1}{4}$  SCH)

### Reporting Dual Credit Students

As of September 2009 semester credit hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (dual credit hours) are not included in calculations of excess hours of undergraduate students. However, dual credit students should still be reported on item #27 with a '2'. The hours reported as earned in dual credit (as reported on item #31) will be excluded from excess hours calculations.

Hours earned by dual credit students are also reported in other applicable items.

### Dual Credit Courses Allowed and Not Allowed for State Funding

As of fall 2019, changes to TEC, Section 61.059 add additional dual credit courses to the list that are allowable for funding. Institutions of higher education may not include dual credit courses for formula funding unless they meet requirements outlined in the Texas Education Code Section 61.059 (p) and (q). The following courses, when taken for dual credit, may be reported for funding under the statute:

- 1) Any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
- 2) A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
- 3) Career and technical education courses **that apply to any certificate or associate's degree** offered by the institution providing credit.
- 4) Foreign language courses; and
- 5) All courses taken by students who are enrolled in approved Early College High Schools.

Semester Credit Hours in dual credit courses that are not reportable for state funding must be reported in item #21. Report all dual credit semester credit hours attempted in item #31.

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '1'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.
- Item #4 Gender. Enter the gender of the student.

M = Male      F = Female

- Item #5 Classification. Enter the classification of the student.

1	Freshman	5	Post-Baccalaureate
2	Sophomore	6	Master's Level
3	Junior	7	Doctor's Level-Research/Scholarship
4	Senior	8	Doctor's Level-Professional Practice

Use the following guidelines to classify students:

- 1 Freshman
- 2 Sophomore      Institutions will use their guidelines
- 3 Junior            for these categories
- 4 Senior
- 5 Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program and is not currently enrolled in an undergraduate degree program
- 6 Master's Level – a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution or a student with a baccalaureate degree accepted to a doctoral program who does not have 30 semester credit hours toward a doctoral degree
- 7 Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program at the institution. Such students are those who a) have been officially admitted to a doctoral program, and b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree
- 8 Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

- Item #6 Date of Birth. Enter all four digits of the year, the month, and the day of birth for the student in the YYYYMMDD format.

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YYYY = Year; MM = Month; DD = Day

**NOTE:** If the month of birth is known and the year is unknown, code both month and year as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '06'.

Item #7 Tuition Status. Enter the code indicating the status of the student for tuition purposes.

- 1 Resident Tuition (regular)
- 2 Non-Resident Tuition (regular)
- 3 Tuition Exemption for Texas Resident
- 5 Thesis or Dissertation
- 9 Law (resident)
- 0 Law (non-resident)
- A Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition
- C An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is allowed to pay resident tuition
- E Tuition waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
- F Tuition waiver that allows Texas universities within 100 miles of the state border to charge a lower rate than the regular out-of-state tuition rate to out-of-state-students

**NOTE:**

- a) Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
- b) Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying regular resident tuition. Students coded 'A' must complete the affidavit.
- c) Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they actually established a domicile in Texas and have been classified as residents eligible to pay regular resident tuition.

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes.

- a. Enter the Texas county code for students who are Texas residents
- b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

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- c. Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9 Transfer Student or First-Time-in-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 9s for institutions not having a FICE code or a designated identifying number.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who re-enter for further education.

If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

In the term that the student is accepted into a master's program, doctoral program, or first-professional program (AUD, DVM, Law, Optometry, PharmD) for the first time, enter '000001' in this item; otherwise, for a graduate or first-professional student leave blank unless the student is a first-time transfer at that level. If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

**NOTE:** The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #10A Semester Credit Hour Load. Enter the number of semester credit hours, including non-state-funded ones for which the student is registered in the current semester. Item #10A should be the total SCH the student attempted in the current term and should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible entry, are to be reported in a separate record and a '1' entered in Item #16.

Item #10B Unused.

Item #11 Doctoral Semester Credit Hours (SCH) Funded. Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM001 record for each unique doctoral funding category will be submitted. In the additional doctoral CBM001 records, duplicate all items with the following exceptions: zero fill Item #10A and enter a '3' in Item #16 (Flexible Entry) and enter the appropriate doctoral funding code in Item #19.

**NOTE:** Continue to report all hours attempted in the initial doctoral student record in Item #10A, as appropriate.

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Item #12 Unused

Item #13 Semester. Enter the appropriate code.

1 Fall    2 Spring    3 Summer

Item #14 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #15 SCH - Inter-Institutional State-Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #23), all other collegiate level courses (Items #21 and #24), and all developmental courses and/or interventions (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students and there is an inter- institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction of the CBM004 report.

Item #16 Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Any doctoral student record after the first that is being reported for multiple funding areas will be coded a '3'. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expires after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class.

If the situations above do not apply, leave the item blank.

Item #17 Remote Campus. Restricted to use by Texas Woman's University, The University of Texas System **institutions, and** to identify students who are confined to a correctional institution. If the situations below do not apply, leave the item blank.

If the student is incarcerated, enter a '5'.

TWU will enter a '1' for their students enrolled at one of the Dallas educational facilities and a '2' for their students enrolled at the Houston campus.

UT System will enter a '6' for students enrolled at a UT component as a Coordinated Admission Program student. These CAP students should be reported as first-time degree seeking at the current institution to be consistent with the IPEDS definition if the student intends to get a degree at any institution. (Effective summer 2007)

Item #18 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '24019900' or '99999999'.

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- Item #19 Doctoral Funding Code. Enter the funding code of the associated CIP area where semester credit hours (SCH) of doctoral students are generated. If a doctoral student generates doctoral SCHs in more than one funding area, multiple CBM001 records will be created (see explanation in Item #11). Funding codes of 08-law, 11-veterinary science, 12-vocational training, 13-physical training, 17-optometry, and 18-teacher education practice teaching do not have doctoral funding rates and are not allowed.
- Item #20 Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.
- 01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
  - 21 Application of resident rather than nonresident tuition to military personnel and dependents
- Item #21 SCH – Load NOT State Funded (Undergraduate and Graduate). Enter the number of attempted semester credit hours for which the student is registered that do not qualify for state funding during the current semester. Exclude SCHs attempted in courses that are state funded (Item #24 and #35), all developmental courses and/or interventions (Items #22 and #25), and all inter-institutional courses (Items #15 and #23). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in Introduction of CBM004), and SCHs of a student in military science and religion courses. Also include the credit hours of undergraduate students who have attempted the same course three or more times and are not eligible to be counted for state funding. Include semester credit hours in dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details.
- Item #22 SCH - Developmental Education NOT State Funded. Enter the number of semester credit hours for which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in courses that are collegiate level (Items #21 and #24), state funded developmental courses and/or interventions (Item #25), and all inter-institutional courses (Items #15 and #23). An example of attempted SCHs of undergraduate students who have exceeded the state limit in developmental education (9 semester credit hours). If coursework was taken that leads to an excess, this should not be reported as 0 SCH.
- Item #23 SCH - Inter-Institutional Load NOT State Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Item #15), all other collegiate level courses (Items #21 and #24), and all developmental courses and/or interventions (Items #22 and #25).



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- Item #24 SCH - Load State Funded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCHs attempted in collegiate courses that are not state funded (Item #21), all developmental courses and/or interventions (Items #22 and #25), and all inter- institutional courses (Items #15 and #23).
- Item #25 SCH - Developmental Load State Funded. Enter the number of semester credit hours in developmental courses and/or interventions in which the student is registered during this current semester that DO qualify for state funding. Exclude attempted SCH of the student in developmental courses and/or interventions that are not state funded or SCH of the student who has exceeded the developmental state limit (Item #22), SCH attempted in courses that are collegiate level (Items #21 and #24), and SCH of all inter- institutional courses (Items #15 and #25).
- Item #26 SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a junior or senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
- Item #27 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 to summer 2006 (45 hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Effective June 1, 2018, enter a "5 – Returning Student" if the student has accrued at least 50 SCH and stopped out for 24 months (one-time only).
- Item #28 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.
- Item #29 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.
- Item #30 Middle Name Initial. Enter the initial of the student's middle name.
- Item #31 Semester Credit Hours of Students Enrolled in Dual Credit Courses. Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These hours are to be included in any of the other credit hour items as appropriate.
- Item #32 Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

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To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not.

- 01 Teacher Education-Initial certification, undergraduate
- 02 Teacher Education-Initial certification, master's
- 03 Teacher Education-Alternative Certification Program
- 04 Teacher Education-Post-Baccalaureate
  
- 10 Nursing (51.3801.00) RN to BSN degree program (previously ADN to BSN)
- 11 Nursing (51.3801.00) Initial RN licensure, generic associate degree program
- 12 Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program
- 13 Nursing (51.3801.00) Initial RN licensure, master's degree program
- 14 Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program
- 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program
  
- 20 Dental Hygiene (51.0602.00) – undergraduate or master's program
- 21 Respiratory Therapy/Care (51.0908.00)
- 22 Physician Assistant (51.0912.00) – undergraduate or master's program
- 23 Clinical Medical Laboratory Science/Research and Allied Health Professions (51.10) – undergraduate or master's program
- 24 Occupational Therapy (51.2306.00) – undergraduate or master's program
- 25 Physical Therapy (51.2308.00) – master's program
  
- 40 Doctor's Level-Professional Practice – Audiology (AUD)
- 41 Doctor's Level-Professional Practice – Veterinary Medicine (DVM)
- 42 Doctor's Level-Professional Practice – Law (JD, LLB)
- 43 Doctor's Level-Professional Practice – Optometry (OD)
- 44 Doctor's Level-Professional Practice – Pharmacy (PharmD)
- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP)
- 46 Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT)

### **Definitions:**

The Restricted Program Admission codes for Nursing (codes 10-15) are used to calculate graduation rates (Education Code 61.0901) and for the distribution of funds under the Nursing Shortage Reduction Program (Education Code 61.9623).

- 01-04 Teacher Education – a student admitted to and continuing his/her enrollment in a teacher education program.
  
- 10 Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.
  
- 11 Nursing (51.3801.00) Initial RN licensure, generic associate degree program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the

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- Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 12 Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
  - 13 Nursing (51.3801.00) Initial RN licensure, master's degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. The Board uses the data to count graduates.
  - 14 Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.
  - 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
  - 20 Dental Hygiene (51.0602.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a dental hygiene program.
  - 21 Respiratory Therapy/Care (51.0908.00) – a student admitted to and continuing his/her enrollment in a respiratory therapy/care program.
  - 22 Physician Assistant (51.0912.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a physician assistant undergraduate or master's program.
  - 23 Clinical Medical Laboratory Science/Research and Allied Health Professions (51.10) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a clinical lab science program.
  - 24 Occupational Therapy (51.2306.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in an occupational therapy undergraduate or master's program.
  - 25 Physical Therapy (51.2308.00) master's program – a student admitted to and continuing his/her enrollment in a physical therapy master's program.

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- 40 Doctor's Level-Professional Practice – Audiology (AUD) – a student admitted to an approved Audiology program at the institution.
- 41 Doctor's Level-Professional Practice – Veterinary Medicine (DVM) – a student admitted to an approved Veterinary Medicine program at the institution.
- 42 Doctor's Level-Professional Practice – Law (JD, LLB) – a student admitted to an approved Law program at the institution.
- 43 Doctor's Level-Professional Practice – Optometry (OD) – a student admitted to an approved Optometry program at the institution.
- 44 Doctor's Level-Professional Practice – Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.
- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP) – a student admitted to a practice-focused doctoral program in Nursing Practice.
- 46 Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral program in Physical Therapy.

Item #33 Non-Degree-Seeking Student. For a student who does not plan to pursue a degree, enter a '1', else enter '0'. These students will be excluded from graduation rate reports.

Item #34 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #35 Graduate SCH of Seniors Within 12 Hours of Graduation. Enter the number of semester credit hours attempted in graduate classes of senior students who are within 12 hours of their first baccalaureate. These hours do not count toward the 30+ or 45+ undergraduate SCH funding limit. By excluding these graduate hours from Item #24, the undergraduate comparison of fundable semester credit hours of students who are affected by the undergraduate SCH limit between the CBM001 and CBM004 should balance.

Item #36 High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as First-time-in-College (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Not required for students accepted in a master's, doctoral, or first-professional program for the first time. Leave blank if not applicable.

May be reported for all students. Use the CB-created special CEEB codes in Appendix M for students who did not graduate from a Texas high school.

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Item #37 PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

Item #38 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #39 Race. Select one or more codes indicating the race of the student.

- |           |   |   |
|-----------|---|---|
| Item #39A | 1 | White                                     |
| Item #39B | 2 | Black or African-American                 |
| Item #39C | 4 | Asian                                     |
| Item #39D | 5 | American Indian or Alaskan Native         |
| Item #39E | 6 | International                             |
| Item #39F | 7 | Unknown or Not Reported                   |
| Item #39G | 8 | Native Hawaiian or Other Pacific Islander |

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

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**Notes:**

- a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7), report with the international code.
- b) Report the ethnicity of students who were coded ‘A’ in Item #7.
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Item #40 Individual with Intellectual or Developmental Disabilities (IDD). Student has been identified as having an intellectual or developmental disability based on the definitions provided below. If a student is identified as having both an Intellectual Disability and identified as being on the Autism Spectrum, prioritize the reporting of the Intellectual Disability (enter ‘1’). Institutions may only report students who have been identified through self-identification and/or documented receipt of special services.

Definition of Intellectual and Developmental Disability (IDD):

For reporting purposes, for Items #40 and #40A, Intellectual and Developmental Disability (IDD) is defined as a neurodevelopmental disorder that must meet the following criteria:

- a. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
  - b. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such a communication, social participation, and independent living, across multiple environments, such as home, school, work and community.
  - c. (a) and (b) may occur after the developmental period (such as in the case of a traumatic brain injury).
  - d. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.
0. Student not identified as having an IDD
  1. Student identified as having an IDD as defined above
  2. Student identified as having an Autism Spectrum Disorder but not an Intellectual Disability (Report ‘1’ if student is also identified as having an Intellectual Disability)

Item #40A Individual enrolled in a transitional or other program for students with Intellectual and Developmental Disabilities (IDD). Enter ‘1’ if student was ever enrolled in a program for students with IDD at your institution. Report if student was enrolled in program at any time. Report only if coded ‘1’ or ‘2’ in Item #40. Enter ‘0’ if student was not enrolled in a program for students with IDD. A record should NOT be created for students who are not otherwise reported on the CBM001. See definition of program below.

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Definition of Postsecondary Transitional Program or Program for Students with  
IDD:

A degree, certificate or non-degree program for students with IDD that is offered by an institution of higher education. These programs are designed to support students with IDD who want to continue academic, career, and independent living instruction following completion of secondary education.

0. Student never participated in a postsecondary program for students with IDD at this institution
1. Student participated in a postsecondary program for students with IDD at this institution
2. It is unknown if the student participated in a postsecondary program for students with IDD at this institution

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '1'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Classification – Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric	28	3
Item #9	Transfer/In College – Numeric or blank	31	6
Item #10A	SCH Load – Leading Zeros, two decimals	37	4
<b>Item #10B</b>	<b>Unused – Zero fill</b>	<b>41</b>	<b>4</b>
Item #11	Doctoral Hours Funded – Leading Zeros, two decimals	45	4
Item #13	Semester – Numeric	49	1
Item #14	Year - YYYY – Numeric	50	4
Item #15	SCH - Inter-Inst State Funded – Leading Zeros, two decimals	54	4
Item #16	Flexible Entry	58	1
Item #17	Remote Campus – Restricted use	59	1
Item #18	Major Area of Concentration - CIP – Numeric	60	8
Item #19	Doctoral Funding Code – Numeric	68	2
Item #20	Tuition Exemption/Waiver Code – Numeric or blank	70	2
Item #21	SCH-College Not State Funded – Leading Zeros, two decimals	72	4
Item #22	SCH-Dev Not State Funded – Leading Zeros, two decimals	76	4
Item #23	SCH-Inter-Inst Not State Funded – Leading Zeros, two decimals	80	4
Item #24	SCH-College State Funded – Leading Zeros, two decimals	84	4
Item #25	SCH-Develop State Funded – Leading Zeros, two decimals	88	4
Item #26	SCH-Undergraduate Degree Program – Numeric	92	3
Item #27	Student Affected by UG Funding Limit – Numeric	95	1
Item #28	Last Name – 20 characters	96	20
Item #29	First Name – 10 characters	116	10
Item #30	Middle Name Initial - 1 character	126	1
Item #31	SCH-Dual Credit – Leading Zeros, two decimals	127	4
Item #32	Restricted Program Admission	131	2
Item #33	Non-Degree-Seeking Student – Numeric	133	1
Item #34	Non-Disclosure – Numeric	134	1
Item #35	Graduate SCH of Seniors – Leading Zeros, two decimals	135	4
Item #36	High School Code	139	6
Item #37	PEIMS Identification Number	145	9
Item #38	Ethnic Origin – Numeric	154	1
Item #39	Race:		
Item #39A	White – '1' or blank	155	1
Item #39B	Black or African-American – '2' or blank	156	1
Item #39C	Asian – '4' or blank	157	1
Item #39D	American Indian or Alaskan Native – '5' or blank	158	1



Univ. Student Report (CBM001)

		<u>Beginning Position</u>	<u>Length</u>
Item #39E	International – '6' or blank	159	1
Item #39F	Unknown or Not Reported – '7' or blank	160	1
Item #39G	Native Hawaiian or Other Pacific Islander – '8' or blank	161	1
Item #40	Individual with IDD – Numeric	162	1
Item #40A	Individual enrolled in IDD program – Numeric	163	1

Univ. Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	N/A	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '0' thru '8'; '5' if Item #9 = '000001'; if coded '8', Item #32 must = '40' thru '44' or '46'
6. Date of Birth	Value less than 16 or greater than 75 years of age; age less than 13 or greater than 19 if Item #31 is greater than 0	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7. Tuition Status	N/A	Any value except '0', '1', '2', '3', '5', '9', 'A', 'C', 'E', or 'F'; if coded 'F', FICE not = institutions that applied
8. Residence	N/A	Not on residence file; not coded '001' thru '254' when Item #20 is coded '01'; not coded '310' thru '400' if item #7 = 'F'
9. Transfer/First-Time In College	Zero students coded '000001' in spring or summer	Any non-numerical characters or embedded spaces; invalid FICE code; '000001' if Item #5 = '5'; '000001' if Item #31 > '00'; zero students coded '000001' in fall

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
10. SCH Load	#10A less than 1 or greater than 22; sum of #10A greater than 30 when Item #32 = '41'	Any non-numerical value; unused positions should be zero-filled; #10A greater than 40 when Item #32 = '41'
11. Doctoral SCH	Value greater than 18; zero hours if institution has approved doctoral programs	Any non-numerical value if Item #5 = '7'; not numerical if Item #16 = '3'; doctoral hours if institution has no approved doctoral programs
12. Unused	N/A	N/A
13. Semester	N/A	Must match value on header record
14. Year	N/A	Must match value on header record
15. Inter-institution SCH	(See Item #24)	Non-numerical
16. Flexible Entry	N/A	Any value except spaces or '1' or '3'
17. Remote Campus	N/A	Any value except spaces or '1', '2', '5', or '6'
18. Major Area of Concentration – CIP	N/A	Not on CIP file; '99999999' if Item #5 coded '6' or '7'; not '51380100' if Item #32 coded '10'-'15'
19. Doctoral Funding Code	N/A	Value of '08', '11', '12', '13', '17', '18', or greater than '20' but less than '99' not numeric if Item #5 = '7'
20. Tuition Exemption	Any value except '01' when Item #7 is coded '3' and Item #8 > '254'	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
21. SCH-Collegiate Not Funded	(See Item #24)	Non-numerical

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
22. SCH-Developmental Not Funded	(See Item #24)	Non-numerical
23. SCH-Inter-Inst Not Funded	(See Item #24)	Non-numerical
24. SCH-Collegiate Funded	Sum of Items #15, #21, #22 #23, #24, #25, #35 less than 1 or greater than 22	Non-numerical
25. SCH-Developmental Funded	(See Item #24)	Non-numerical
26. SCH-UG Degree Program	Value less than 120 or greater than 160	Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4'
27. Student Affected by UG Limit	N/A	Any value except '0', '1', '2', or '5'
28. Last Name	N/A	Blank, numerical
29. First Name	Blank	Numerical
30. Middle Initial	N/A	N/A
31. SCH Dual Credit	Value greater than 09	Non-numerical or greater than 21; greater than the sum of Items 15, 21, 23, 24, and 35; value greater than '00' if Item #9 is coded '000001'
32. Restricted Prog Admission	Item #2 not = 003658 if coded '13'	Any value except blank or '01'-'04', '10', '11', '12', '14', and '15' when Item #18 is coded '51380100' and Item #5 = '1'-'4' or '13' when Item #18 is coded '51380100' and Item #5 = '6' or '20'-'25' or '40'-'44' and '46' when Item #5 = '8' or '45' when Item #5 = '7'
33. Non-Degree-Seeking	N/A	Any value except '1' or '0'
34. Non-Disclosure	N/A	Any value except '2' or '0'
35. Grad SCH of Seniors	(See Item #24)	Non-numerical; Item #5 coded '1', '2', or '3'

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
36. High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254'
37. PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
38. Ethnic Origin	N/A	Value other than '1', '2', or '3'
39A. White	N/A	Value other than '1' or space or value = '1' and '7'
39B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
39C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
39D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
39E. International	N/A	Value other than '6' or space or value = '6' and '7'
39F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
39G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
40. Individual with IDD	N/A	Any value other than '0', '1', or '2'
40A. Individual enrolled in IDD program	N/A	Any value other than '0', '1', or '2'

**DISCREPANCY:** The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown as a discrepancy.

Univ. Student Report (CBM001)

CBM001/004 SEMESTER CREDIT HOUR MISMATCH

The CBM001 edit program sums the semester credit hour load from Item #10A minus Items #15 and #23, including flexible entry students. Error records are excluded from the counts. This is the CBM001 semester credit hour total listed in the error message. The grand total semester credit hours from the CBM004 sums Items #13A-E, Items #16, #17, #18, and #19 where Item #21 = '0', excludes inter-institutional records where Item #21 = '1', and any error records.

If the discrepancy between the two totals is greater than 100, an error message will appear on the CBM001 edit page.

A second semester credit hour comparison has been added to validate the undergraduate students who are affected by the undergraduate funding limit. A sum of SCHs reported in Item #24 of the CBM001 for students who have been identified as being affected by the limit (code '1', '2', or '5' in Item #27) will be matched to the sum of SCHs calculated on the enrollments reported in Items #18 and #19 on the CBM004 when Item #21 = '0'. If the discrepancy between the two totals is greater than 50, an error message will appear on the CBM001 edit page.

The CBM001 and CBM004 edit programs each generate the CBM001/004 SCH comparison. Please note, since the CBM001 edit program always is scheduled to run before the CBM004 edit program, the CBM001's comparison will be calculated prior to an update to the CBM004 submitted at the same time as the CBM001 update. Therefore, if updates are processed for both reports on the same day, the CBM001 report may show an out-of-balance condition and the CBM004 may show the two reports to balance.

Univ. Student Report (CBM001)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM001 records less the number of flexible entry students and less the multiple doctoral student records. The total headcount is categorized by gender, age, residence, ethnic origin, classification, first-time students, restricted program admission, tuition status, non-degree seeking students, non-disclosure, and flexible entry.

AGE: The age distribution is calculated by subtracting the date of birth (Item #6) from the beginning date of the semester. For this report, the beginning date of each semester is:

Fall: September 1  
Spring: January 1  
Summer: June 1

SEMESTER CREDIT HOURS (SCH):

Collegiate State Funded: Item #24 is summed to produce a total  
Collegiate UG Not State Funded: Item #21 is summed to produce a total  
Inter-Institutional State Funded: Item #15 is summed to produce a total  
Inter-Institutional Not State Funded: Item #23 is summed to produce a total  
Developmental State Funded: Item #25 is summed to produce a total  
Developmental Not State Funded: Item #22 is summed to produce a total  
Vet Med Special Professional: Item #10A is summed to produce a total based on  
Item #5 = '8' and Item #32 = '41'  
Graduate SCH of Seniors: Item #35 is summed to produce a total  
Graduate Students incl post-bacc: Item #10A is summed to produce a total based on  
Item #5 = '1', '2', '3', '4', '5'

Attempted in Doctoral Courses: Item #11 is summed to produce a total

Each of the SCH Items are summed for Flex-Entry records (Item #16 = '1')

FIRST TIME STUDENTS: The first time in college is based on a transfer code of '000001' in Item #9. All other numeric values for the transfer code cause a counter to be incremented to show the number of students who have transferred to your institution. Item #36 is used for first-time students from Texas and out-of-state high schools.

SPECIAL DOCTORAL RECORDS: This reflects the number of additional doctoral student records which have been submitted in order to report more than one doctoral funding area of doctoral hours attempted.

STUDENTS AFFECTED BY LIMIT: The summary is based on Item #27 using codes '1' for students who first enrolled in an institution of higher education fall 1999 to summer 2006 (45-hour rule) and '2' for students who first enrolled in an institution of higher education fall 2006 or later (30-hour rule).

Univ. Student Report (CBM001)

REPORTS GENERATED

Doctoral Students Approaching Doctoral SCH Limit  
Doctoral Students Exceeding Doctoral SCH Limit  
UG Students Approaching 30-Hour Funding Limit  
UG Students that will Exceed the 30-Hour Funding Limit after this Term  
UG Students Exceeding 30-Hour Funding Limit  
UG Students Approaching 45-Hour Funding Limit  
UG Students that will Exceed the 45-Hour Funding Limit after this Term  
UG Students Exceeding 45-Hour Funding Limit



# Univ. Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM001 EDIT SUMMARY FROM RunDate: 10/15/2010 Time: 15:29:55  
 LONE STAR UNIVERSITY 003304 FALL 2010

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	5,593	0	0
ITEM 2	INST. CODE	5,593	0	0
ITEM 3	STUDENT ID	5,593	0	0
ITEM 4	GENDER	5,593	0	0
ITEM 5	Classification	5,593	0	0
ITEM 6	DATE OF BIRTH	5,593	0	0
ITEM 7	Tuition Status	5,593	0	0
ITEM 8	Residence	5,593	0	0
ITEM 9	Transfer	5,593	0	0
ITEM 10A	SCH Load	5,593	0	0
ITEM 10B	Unused	5,593	0	0
ITEM 11	Doctoral Hours Funded	5,593	0	0
ITEM 13	SEMESTER	5,593	0	0
ITEM 14	Year	5,593	0	0
ITEM 15	Interinstitution SCH	5,593	0	0
ITEM 16	Flexible Entry	5,593	0	0
ITEM 17	Remote-Campus	5,593	0	0
ITEM 18	Major--Texas Cip	5,593	0	0
ITEM 19	Doctoral Funding Code	5,593	0	0
ITEM 20	Tuition Exemption	5,593	0	0
ITEM 21	SCH - College UG Not Fund	5,593	0	0
ITEM 22	SCH - Develop Not Fund	5,593	0	0
ITEM 23	SCH - IINST Not Fund	5,593	0	0
ITEM 24	SCH - Colleg Funded	5,593	0	0
ITEM 25	SCH - Develop Funded	5,593	0	0
ITEM 26	SCH - UG Degree Pgm	5,590	3	0
ITEM 27	Affected by Fund Limit	5,593	0	0
ITEM 28	Last Name	5,593	0	0
ITEM 29	First Name	5,593	0	0
ITEM 30	Middle Initial	5,593	0	0
ITEM 31	SCH - Dual Credit	5,593	0	0
ITEM 32	Restricted Pgm Admission	5,593	0	0
ITEM 33	Non-Degree-Seeking	5,593	0	0
ITEM 34	Non Disclosure	5,593	0	0
ITEM 35	Graduate SCh of Seniors	5,593	0	0
ITEM 36	CeebHsCode	5,593	0	0
ITEM 37	Student Alternate Id	5,593	0	0
ITEM 38	Ethnic Origin	5,593	0	0
ITEM 39	Race	5,593	0	0
ITEM 39A	White	5,593	0	0
ITEM 39B	Black/African-Amer	5,593	0	0
ITEM 39C	Asian	5,593	0	0
ITEM 39D	American Ind/Alask Nat	5,593	0	0
ITEM 39E	International	5,593	0	0
ITEM 39F	Unknown/Not Reported	5,593	0	0
ITEM 39G	Nat Hawaiian/Other Pac Is	5,593	0	0

TOTAL Report Records 5,593  
 CONTROL TOTAL 5,593 DISCREPANCY 0  
 Total Recs on Db 5,593  
 Number Of Non-Unique/Duplicated Id's 0  
 Number Of Duplicate Records 0  
 Number Of Relative Duplicate Questionable 0  
 Number Of Relative Duplicate Error 0

51 derived IDs were found. This is 0.9119% of the total records you submitted.

53 of your students are identified as First time in college from a Texas High School.

---- This is 1% of the total records you submitted.

Total Error Recs on Db 0  
 Total Questionable Recs on Db 3  
 Total Non Error Records on Db 5,593

## Univ. Student Report (CBM001)

Total Rejected Records	0	
Total Flexible Entry Records	138	
- CBM001 Vs CBM004 Semester		In Balance
- CBM001 Vs CBM004 SCH		In Balance

**Univ. Student Report (CBM001)**

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of SR-CBM001 Data From Prior Year RunDate: 10/15/2010 Time: 15:29:55  
 LONE STAR UNIVERSITY 003304 FALL 2010

Gender

	2010/1	2009/1	% Diff
Male	2,446	2,430	0.66%
Female	3,009	3,118	-3.50%
Total	5,455	5,548	-1.68%

Age

	2010/1	2009/1	% Diff
Under 17	6	5	20.00%
17	41	28	46.43%
18	716	743	-3.63%
19-21	2,508	2,553	-1.76%
22-24	1,090	1,120	-2.68%
25-30	524	528	-0.76%
31-35	192	189	1.59%
36-50	304	303	0.33%
51-64	61	67	-8.96%
65 and Older	13	12	8.33%
UnReported(not in avg)	0	0	0.00%
Average Age	23	23	0.10%
Total	5,455	5,548	-1.68%

Residence

	2010/1	2009/1	% Diff
Texas Counties	5,275	5,339	-1.20%
Other States	140	152	-7.89%
Foreign Countries	40	57	-29.82%
Total	5,455	5,548	-1.68%

SCH

	2010/1	2009/1	% Diff
2010/1 Collegiate State Funded	59,158	251	
2009/1 Collegiate State Funded	61,533	133	
Percent Change	-3.86%	88.72%	
*		***** *** Review	
2010/1 Collegiate UG Not State Funded	2,548	7	
2009/1 Collegiate UG Not State Funded	2,145	1	
Percent Change	18.79%	600.00%	
2010/1 Inter-Institutional State Funded	6	0	
2009/1 Inter-Institutional State Funded	0	0	
Percent Change	100.00%	0.00%	
2010/1 Inter-Institutional Not State Funded	0	0	
2009/1 Inter-Institutional Not State Funded	0	0	
Percent Change	0.00%	0.00%	
2010/1 Developmental State Funded	1,812	0	
2009/1 Developmental State Funded	1,824	0	
Percent Change	-0.66%	0.00%	
2010/1 Developmental Not State Funded	0	0	
2009/1 Developmental Not State Funded	0	0	
Percent Change	0.00%	0.00%	
2010/1 Vet Med Special Professional	0	0	
2009/1 Vet Med Special Professional	0	0	
Percent Change	0.00%	0.00%	
2010/1 Graduate SCH of Seniors	0	0	
2009/1 Graduate SCH of Seniors	0	0	
Percent Change	0.00%	0.00%	
2010/1 Graduate Students incl post-bac	3,683	153	
2009/1 Graduate Students incl post-bac	3,386	716	

**Univ. Student Report (CBM001)**

Percent Change		8.77%	-78.63%	
*			*****	*** Review
2010/1	Total	67,207	411	
2009/1	Total	68,888	850	
Percent Change		-2.44%	-51.65%	
*			*****	*** Review
2010/1	On-Campus	67,163	411	
2009/1	On-Campus	68,579	850	
Percent Change		-2.06%	-51.65%	
*			*****	*** Review
2010/1	Off-Campus	0	0	
2009/1	Off-Campus	138	0	
Percent Change		-100.00%	0.00%	
*		*****		*** Review
2010/1	Total	67,163	411	
2009/1	Total	68,717	850	
Percent Change		-2.26%	-51.65%	
*			*****	*** Review
Attempted in Doctoral Courses			Flex Entry	
2010/1	Total	0	0	
2009/1	Attempted in Doctoral Courses	0	0	0
Percent Change		0.00%	0.00%	
Classification				
		2010/1	2009/1	% Diff
	Freshman	1,427	1,460	-2.26%
	Sophomore	1,121	1,135	-1.23%
	Junior	997	1,038	-3.95%
	Senior	1,396	1,457	-4.19%
	Post-Baccalaureate	63	50	26.00%
	Masters	451	408	10.54%
	Doctor's-Research/Scholarship	0	0	0.00%
	Doctor's-Professional Specialty	0	0	0.00%
	Total	5,455	5,548	-1.68%
LOCATION				
		2010/1	2009/1	% Diff
	On-Campus	5,455	5,545	-1.62%
	Off-Campus	0	46	-100.00%
	Duplicates	0	43	-100.00%
	Total	5,455	5,548	-1.68%
First Time In College				
		2010/1	2009/1	% Diff
	From a Texas High School	52	*No Exact Historic Data Available	
	From a Out of State High School	4	*No Exact Historic Data Available	
	No High School reported	0	*No Exact Historic Data Available	
	Subtotal	56	*No Exact Historic Data Available	
	First Time Graduate/Professional Pgm	48	*No Exact Historic Data Available	
	First Time Transfer student	159	*No Exact Historic Data Available	
	Total	263	*No Exact Historic Data Available	
	Teacher Education (Init Cert. UG)	787	513	53.41% *** Review
	Teacher Education (Init Cert. Mast.)	0	0	0.00%
	Teacher Education (Alt. Cert. Pgm)	0	0	0.00%
	Teacher Education (Post-Baccalaureate)	0	0	0.00%
	Nursing (RN to BSN)	27	6	350.00%
	Nursing (initial RN Lic.- Associate Level)	92	47	95.74%
	Nursing (initial RN Lic.- baccalaureate Lvl)	55	25	120.00%
	Nursing (initial RN Lic.- Master's Level)	0	0	0.00%
	Nursing (LVN to AND)	0	0	0.00%
	Nursing (LVN to BSN)	0	0	0.00%
	Dental Hygiene (51.0602.00 UG or Mast.)			

**Univ. Student Report (CBM001)**

Respiratory Therapy/Care (51.0908.00)	0	0	0.00%
Physicians Assistant (51.0912.00 UG or Mast.)	0	0	0.00%
Clinical Lab Sc. & Allied Health Pro. (51.10 UG or Mast.)	0	0	0.00%
Occupational Therapy (51.2306.00 UG or Mast.)	0	0	0.00%
Physical Therapy (51.2308.00 Mast. or Doct.)	0	0	0.00%
	38	16	137.50%
Doctor's-Professional Practice-AUD	0	0	0.00%
Doctor's-Professional Practice-DVM	0	0	0.00%
Doctor's-Professional Practice-Law	0	0	0.00%
Doctor's-Professional Practice-OD	0	0	0.00%
Doctor's-Professional Practice-PharmD	0	0	0.00%
Doctor's-Research/Scholarship-DNP	0	0	0.00%
Doctor's-Professional Practice-DPT	0	0	0.00%
Total	999	607	64.58% *** Review
<b>E:thnic Origin</b>			
	2010/1	2009/1	% Diff
Hispanic or Latino Origin	701	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	4,743	*No Exact Historic Data Available	
Not Answered	11	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	
<b>R:ace</b>			
	2010/1	2009/1	% Diff
Multi-racial	120	*No Exact Historic Data Available	
White only	3,667	*No Exact Historic Data Available	
Black only	521	*No Exact Historic Data Available	
Hispanic only	581	*No Exact Historic Data Available	
Asian only	303	*No Exact Historic Data Available	
American Indian/Alaskan Native only	64	*No Exact Historic Data Available	
International only	101	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	22	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	76	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	
<b>Races reported in Multi-racial</b>			
	2010/1	2009/1	% Diff
White	102	*No Exact Historic Data Available	
Black	126	*No Exact Historic Data Available	
Asian	22	*No Exact Historic Data Available	
American Indian/Alaskan Native	12	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	1	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	
<b>Tuition Status</b>			
	2010/1	2009/1	% Diff
Resident Tuition	5,209	*No Exact Historic Data Available	
Non-Resident Tuition	43	*No Exact Historic Data Available	
Tuition Exemption Tx Res (3)	55	*No Exact Historic Data Available	
Thesis/Dissertation	0	*No Exact Historic Data Available	
Law (Resident)	0	*No Exact Historic Data Available	
Law (Non-Resident)	0	*No Exact Historic Data Available	
Resident Tuition (HB1403)	8	*No Exact Historic Data Available	
Resident Tuition Pending	0	*No Exact Historic Data Available	
Tuition Waive Non-Res (E)	140	*No Exact Historic Data Available	
Tuit Wavr 100mi inst (F)	0	*No Exact Historic Data Available	
Visiting Student (N)	0	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	
Non-Degree-Seeking Students	14	61	-77.05%
Non Disclosure	11	11	0.00%
Flexible Entry	138	162	-14.81%
Special Doctoral Records	0	0	0.00%
Visiting Students (3)	0	0	0.00%
Total HeadCount	5,593	5,710	-2.05%

## Univ. Student Report (CBM001)

### Students Affected By Limit

	2010/1	2009/1	% Diff
Students Affected By 45Hr UG Limit	2,526	*No Exact Historic Data Available	
Students Affected By 30Hr UG Limit	2,038	*No Exact Historic Data Available	
Total	4,564	*No Exact Historic Data Available	

## Univ. Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Doctoral Students Approaching Doctoral SCH Limit  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 010/15/2010 Time: 15:29:55

Student	Fund Rept Sem	Doctoral Hours On DB
Number Exempt Major	Code SCH	Tot SCH Thru Semester
No Doctoral Students Approaching The Doctoral SCH Limit		

\*\*\*Note Students Approaching are within 15 SCH of their Limit  
\*\*\*Note The Non-Exception SCH Limit is 99. Exceptions of 'I' and 'P' SCH Limit is 130.

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Doctoral Students Exceeding Doctoral SCH Limit  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55

Student	Fund Rept Sem	Doctoral Hours On DB
Number Exempt Major	Code SCH	Tot SCH Thru Semester
No Doctoral Students Exceeded The Doctoral SCH Limit		

\*\*\*Note The Non-Exception SCH Limit is 99. The Exception of I and P SCH Limit is 130.

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Approaching 30 Hour Funding Limit  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55  
Hours On Database is Through Year 2010 Semester 1

Student	Date	Sem	Program	First Name
Number	of Birth Gender	Sch	SCH Last Name	
123456789	19850918	M	9 130 BROWN	CHARLIE
987654321	19840501	F	10 120 BLOSSOM	APPLE

\*\*\*Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students that will exceed the 30 Hour Funding Limit after this term  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55  
Hours On Database is Through Year 2010 Sem 1

Student	Date	Sem	Program	First Name
Number	of Birth Gender	Sch	SCH Last Name	
111222333	19871009	F	17 70 LEE	SARA
222333444	19880822	M	14 70 EINSTEIN	ALBERT

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Exceeding 30 Hour Funding Limit  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55  
Hours On Database is Through Year 2010 Sem 1

Student	Date	Sem	Program	First Name
Number	of Birth Gender	Sch	SCH Last Name	
No Students Exceeded 30 Hour Funding Limit				

## Univ. Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Approaching 45 Hour Funding Limit  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55  
Hours On Database is Through Year 2010 Semester 1

Student Number	Date of Birth	Gender	Sem	Program	SCH Last Name	First Name
111111111	19860608	M	17	130 STARWAR		YODA
222222222	19840928	F	18	130 LIGHT		CRYSTAL

\*\*\*Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students that will exceed the 45 Hour Funding Limit after this term  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55  
Hours On Database is Through Year 2010 Sem 1

Student Number	Date of Birth	Gender	Sem	Program	SCH Last Name	First Name
333333333	19820814	M	12	130 VAPOR		VICKS
444444444	19811111	M	12	130 APPLE		ADAM

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Exceeding 45 Hour Funding Limit  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55  
Hours On Database is Through Year 2010 Sem 1

Student Number	Date of Birth	Gender	Sem	Program	SCH Last Name	First Name
555555555	19861014	M	18	57 TREE		JOSHUA
666666666	19840807	F	0	134 STONE		AMBER





Univ. Student Report (CBM001)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2010

Edit Of SR-CBM001 Data From  
LONE STAR UNIVERSITY 003304  
Questionables ONLY

RunDate: 10/15/2010 Time: 15:29:55

Item(s)	3/28	4 5	6/29 7 8	9/30 37	10 A B	11 1 1	12 3 14	15 6 7	1 1	18	19 20 21	22 23 24 25	26 7	2	3 3 3 3 3	36	Rmks
1 003304 777777777 F 2 19870702 E 328					08 00 00	1 1 2010 00				51160100 00 21 00 00 00 08 00 070 1 00 11 0 0 00 000000							Q
SPANIEL BRITTANY A																	
1 003304 888888888 M 1 19881018 1 226					16 00 00	2 1 2010 00				52020100 00 00 00 00 10 06 057 2 00 0 0 00 446115							Q
BLUE SKY A																	
1 003304 888990000 M 1 19900207 1 226					13 00 00	4 1 2010 00				52020100 00 00 00 00 13 00 057 2 00 0 0 00 446115							Q
PECK GREG M																	

Items In Error Are Indicated By (\*), Questionable By (-)

## TEXAS SUCCESS INITIATIVE REPORT (as of Spring 2018) CBM002

Information about student readiness to be successful in freshman-level academic coursework as defined by the Texas Success Initiative (TSI) statute and affiliated rules is collected on the CBM002 TSI report. The Coordinating Board rules relating to TSI can be found in Chapter 4, Subchapter C <http://www.thecb.state.tx.us/Rules/>.

The CBM002 is designed to serve several purposes, including providing useful data for TSI evaluation. All undergraduate students attempting credit hours at public higher education institutions are required to be reported, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Institutions should include students in credit certificate programs but exclude students in continuing education programs. All undergraduate students reported on the CBM00S report must be reported on the CBM002 in the same reporting period. Students who withdraw prior to or on the official census date are not included. Rarely, a student may be reported on the CBM002 who is not reported on the CBM00S.

### Flexible Entry Courses

Classes whose census date is after the official census date of the regular term are traditionally known as “Flexible Entry” classes. However, with the introduction of the CBM00S, **students who enroll in flexible entry classes that conclude by the end of the term are no longer reported as flexible entry on the CBM002.** Students enrolled in flexible entry classes that conclude after the end of the term must be included in the data submitted in the semester following. Only courses that are coded as a ‘6’ in Item #25 on the CBM00S report should be reported as flex (now option ‘6’) in Item #13 on the CBM002.

If a student is also taking non-flex courses in a semester in which a flex entry course is being reported, the student must be reported on a separate CBM002 record. For example, if a student takes a flex course from December to February, these hours are reported on the CBM00S and the CBM002 report for the student in the spring semester. If the student also takes regular semester credit hours in the spring (whether developmental education or college-level) those hours are reported as a separate record on the CBM002 report for the same spring semester.

### Exemptions

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS/STAAR EOC tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS, STAAR EOC) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

## Univ. Texas Success Initiative Report (CBM002)

- Earned degrees: A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
- ACT/SAT/ TAKS/STAAR EOC: A student who meets the exemption standards and whose ACT, SAT, TAKS, or STAAR EOC scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly five years.

ACT, SAT, and TAKS exemption standards are:

- ACT: For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s).
  - SAT: administered prior to March 2016: a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
  - SAT: administered on or after March 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall exempt a student for both the reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall exempt a student for the mathematics section of the TSI Assessment. No combined score is required for exemptions based on the SAT if taken on or after or March 2016.
  - TAKS (Eleventh Grade Exit Level): A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).
  - STAAR End-of-Course (EOC): A minimum score of 4000 on the English III reading and/or writing test (reading and writing were administered as separate tests through Spring 2013) and/or a minimum score of 4000 on the Algebra II EOC test shall exempt a student from the corresponding section(s).
- AP and IB Scores/Dual Credit Grades: A student who has satisfactorily completed college-level coursework in a related field using AP scores, IB scores, or dual credit grades, as determined by the receiving institution.
  - Transfers: A student who transfers to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework, as determined by the receiving institution.
  - Military: A student who on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the

## Univ. Texas Success Initiative Report (CBM002)

United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

- Previous TASP exemptions should only be used for exemptions granted prior to September 1, 2003 for:
  - grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;
  - deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
  - high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or
  - students who completed TASP obligation via provision TEC 51.306(u), dyslexia, and other related disorders (effective from September 1, 1995 to August 31, 2003).

**Note:** Students with a previous TASP exemption should be reported with option '0' on Items #21A/#41A/#61A.

**If an incoming student is determined to have one of the exemptions listed in this section (above and on previous page), the student should be reported with option '1' or '2' in item #20/#40/#60 for the related subject area. The student should also be reported with a '2' in item #24/#44/#64. This status will not change in subsequent semesters that the student is enrolled.**

### Waivers

It is critical to understand the difference between a waiver and an exemption. "Waiver" is a term that is used for TSI reporting purposes to differentiate between exemptions in the TSI rules that are permanent (the student will always be exempted) and those that are not (the student is "waived" from TSI requirements for the current semester). Students with permanent exemptions are considered to have met TSI standards for reporting purposes. A student with a waiver has not satisfied the TSI obligation and may not be reported as such. For the purposes of reporting, the term waiver is also used for dual credit students who have not met TSI obligations but have permission to take dual credit courses under dual credit rules.

Students with a waiver should be reported with the option "0 – No, not satisfied or obligation is waived (includes college prep course waiver)" for items #20, #40, and #60. Select the appropriate waiver in corresponding items 21A, 41A, and 61A. ('6', '7', 'A', 'B', 'D', or 'H') for every reporting period that the waiver applies. If a student in a waiver category has satisfied or permanently exempted TSI standards in some subject areas, the institution should report the student as having satisfied or exempted TSI standards in items #20, #40, and #60 for the applicable areas.

## Univ. Texas Success Initiative Report (CBM002)

When TSI-related test or course information is available for students who have been granted a waiver, institutions should report this information on the CBM002. However, there is one exception to this rule. If a dual credit or concurrent enrollment student is administered a placement test and does *not* meet the TSI standard, the institution should *not* report the student's TSI placement score/s, but rather report '0' in items #22A, #42A, and/or #62A. Initial scores used for TSI placement should be reported the first time the student meets the standard, or after the student has completed grade 11 or higher.

Students may be reported as waived from the TSI requirements under the following circumstances:

➤ Non-degree-seeking or non-certificate-seeking students:

An institution of higher education *may* waive the requirements of the TSI for non-degree-seeking or non-certificate-seeking students.

➤ Certificate programs of one year or less:

TSI requirements *do not apply* to students in Level-One certificate programs. Level-One certificates consist of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less.

➤ Military:

TSI requirements *do not apply* to a student who:

- is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard; or
- is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding enrollment.

➤ English as a Second Language (ESL)/English for Speakers of Other Languages (ESOL) Waiver:

An institution of higher education *may* grant a temporary waiver from the TSI assessment for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework.

The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student or must be administered the TSI Assessment

➤ Waiver for college prep course

Students are reported as waived if they have taken a college prep course (under TEC, § 28.014) that the reporting institution developed with the student's local ISD or that the reporting institution agreed to accept via MOU from the institution that developed the course.

## Univ. Texas Success Initiative Report (CBM002)

Institutions should NOT report a waiver for a prep course developed by another institution unless an MOU agreement exists between the two institutions of higher education.

Students who have a college prep course waiver should be reported as '0' (No, not satisfied or obligation is waived) on items #20/#40/#60 and 'A' or 'B' (waiver for college prep course) on items #21A/#41A/#61A. The student should continue to be reported as a '0' on items #20/#40/#60 until he or she becomes TSI-met through standard TSI obligation/exemption rules. Per TAC 4.52, enrollment in a first college-level course exempts a student with a college prep waiver from TSI obligations *only at the institution accepting the waiver*. The exemption only extends to all other institutions if the student meets TSI obligations outlined in rules. For this reason, if a student with a college-prep course waiver enrolls in a first-level college course but does not successfully complete with an A, B, or C, then the student will continue to be reported as being waived ('0') on item #20/#40/#60. If the student does successfully complete a first college-level course with an A, B, or C, then the institution can make the determination that the student has met the requirements be TSI-met in that subject, and item #24/#44/#64 should be marked as '1' or '3' (met at my institution this semester) at the end of the semester. In the semester after becoming TSI-met through successful completion of a college-level course, the student should be marked as '1' (Student is met at my institution for all freshman-level math courses) on items #21/#41/#61. Note that a student at your institution with a prep course exemption (called a waiver for reporting purposes, as per page 2.3) will be considered college ready upon entry for accountability report and success point purposes.

➤ Dual credit enrollment via approved score (waiver for *current* dual credit students):

Changes to rules relating to dual credit eligibility went into effect for fall 2014. The Coordinating Board rules that apply to dual credit requirements can be found in Chapter 4, Subchapter D, §4.85 at <http://www.thecb.state.tx.us/Rules/>. The following includes a summary of the key eligibility rules with scores included, but see the rules for complete details.

Dual Credit Eligibility - Academic Course or Course in a Level 2 Certificate Program or Higher

*NOTE: While the following scores establish dual credit eligibility, they do not satisfy TSI requirements and should **NOT** be reported on the CBM002.*

- Eligibility for students to take academic dual credit courses is established if the student receives a minimum scale score 4000 on English II STAAR EOC or 4000 on Algebra I STAAR EOC AND a passing grade in the Algebra II course (C or better), as applicable.
- PSAT/NMSQT, PLAN and ACT-Aspire tests can be used to establish eligibility for high school juniors to take academic dual credit courses.
  - PSAT/NMSQT: Combined score of 107 and minimum of 50 on the reading and/or math test, as applicable.

## Univ. Texas Success Initiative Report (CBM002)

- PLAN: Composite score of 23 with 19 or higher in English and/or math, as applicable.
- ACT-Aspire: Score of 435 in English or a score of 431 in math, as applicable (composite score not a part of criteria).

### Dual Credit Eligibility - Course in Level 1 Certificate Program or Program with Credential of Less than Level 1 Certificate

- A high school student is eligible to enroll and does not need to demonstrate additional college readiness.

A student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course, the receiving higher education institution may determine that TSI obligations have been met.

Other provisions also apply to dual credit students, including information for students who are enrolled in Early College High Schools. The Coordinating Board rules that apply to dual credit requirements can be found in Chapter 4, Subchapter D, §4.85 at <http://www.thecb.state.tx.us/Rules/> and those that apply to Early College High Schools specifically, are located in Chapter 4, Subchapter G, §4.161.

## Criteria for Meeting TSI Requirements

### CRITERIA EFFECTIVE FOR STUDENTS TAKING AN INITIAL TEST FOR TSI PURPOSES PRIOR TO THE FIRST CLASS DAY OF FALL 2013

An institution may require higher performance standards for students than those established for TSI. Students who have met TSI standards but have not reached institutional performance standards should be reported as having satisfied TSI obligations. Scores from the testing attempt used for placement purposes when a student is first enrolled are reported on the CBM002 (scores for students who test before grade 12 should not be reported unless they meet TSI standards).

Requirements for meeting TSI obligation:

- THEA/TASP: Math - 230; Reading - 230; Writing - 220. The TASP Passing Standards are 220 for all test sections prior to September 1, 1995.
- ASSET: Elementary Algebra - 38; Reading Skills - 41; Written Essay - 6 (raw score); Writing Skills (objective) - 40
- COMPASS: Algebra - 39; Reading Skills - 81; Written Essay - 6 (raw score); Writing Skills (objective) - 59
- MAPS: Elementary Algebra - 613; Reading Comprehension - 114; Written Essay - 6 (raw score); Conventions of Written English - 310
- ACCUPLACER: Elementary Algebra - 63; Reading Comprehension - 78; Written Essay - 6 (raw score); Sentence Skills - 80



## Univ. Texas Success Initiative Report (CBM002)

- The passing standard for the written essay portion of all tests is a score of 6 (raw score). However, if the student meets the objective writing test standard, an essay score of 5 will pass. Report both scores on the CBM002 where indicated.

### CRITERIA EFFECTIVE FOR STUDENTS TAKING AN INITIAL TEST FOR TSI PURPOSES ON OR AFTER THE FIRST CLASS DAY OF FALL 2013

Beginning on the first class day of Fall 2013, all state higher education institutions will use the new TSI Assessment (TSIA) for determining college readiness. For reading and math, standards on the TSI assessment will be phased in; for writing, performance standards will be effective as of the first class data of Fall 2013. Institutions will no longer be allowed to set higher performance standards for students than those established for TSI. Scores from the initial testing attempt used for placement purposes when a student is first enrolled are reported on the CBM002 (scores for students who test before grade 12 should not be reported unless they meet TSI standards). Note that TSI exemptions will still be allowable (see exemptions on page 2.1).

Requirements for meeting TSI obligation:

Effective Fall 2017

- Math - 350
- Reading - 351
- Writing - placement score of at least 340 and essay score 4 or higher or placement score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5

For a student who does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

- Performance in developmental education
- Performance in appropriate non-developmental coursework
- Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment
- Other indicators of readiness as determined by the institution

### General Criteria about Test Attempts Used for Placement

The THECB wants to know the status of your student at the time of placement when the student initially entered your institution before any instruction. If a student's exemption status, test scores, or other indicator of TSI status were reported in a prior semester by your institution or another Texas public institution of higher education, use the previously reported or non-applicable category for related items. For example, if a student transferring from one Texas public institution to another was determined by the initial institution to have met TSI obligations in math, the receiving institution should report the student in item #20 as having met TSI obligation at another institution and then report 'previously reported or not applicable' in items

## Univ. Texas Success Initiative Report (CBM002)

#21A and #22A. If the same student had not met the obligation for reading at the first institution, the receiving institution should report 'no, not satisfied or obligation is waived' in item #40, 'no, no exemption or waiver granted' in #41A, and 'not applicable' in item #42A, provided the initial assessment results were previously reported by the other institution. Scores for a high school student who tests before grade 12 should only be reported if the student meets TSI standards and enrolled in and successfully completed a dual credit course in the area. Previously tested students who have not enrolled by the first class day of 2013 must take the TSI assessment if they are not exempt.

If student placement is based on a TSIA score which required the student to take the ABE diagnostic portion of the TSIA, then the institution should also report the associated ABE Diagnostic Level Score (level one through six) for the subject area. Institutions should report the ABE Diagnostic Level Score for Math in Item #80, for Reading in Item #81, and for Writing in Item #82. Institutions should report 0 for all students who did not take the ABE diagnostic portion of the TSIA for a subject area. If a diagnostic score was reported in a prior semester, 0 for previously report may also be selected.

### Clarification on Reporting TSIA Writing Scores

To meet TSI, the student must have:

- A placement score of at least 340 and essay score 4 or higher, or
- A placement score of less than 340 and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5

The student can complete the multiple choice and essay portion of the TSIA writing test on separate days.

TSIA essay and multiple choice writing scores from different sittings can be used to meet TSI. If the student took the assessment and made a score in the range of 310 to 339 on the multiple choice portion and at least a 4 on the writing and then later retook the assessment and made a 340 or higher on the multiple choice portion, then the student has met TSI in writing (regardless of whether the student also retook the essay or what score the student made on the essay retest). Likewise, if the student took the assessment and made a score of 340 or higher on the multiple choice portion but did not make at least a 4 on the essay and then later retook the assessment and made a 4 or higher on the essay portion, then the student has met TSI in writing (regardless of whether the student also retook the multiple choice portion or what score the student made on the multiple choice retest).

Institutions should report the scores used at the time of placement when the student initially entered the institution before any instruction. If scores from different sittings were used for placement, then these scores should be reported.

TSIA essay and multiple choice writing scores from different sittings can be used to meet TSI from the point that the TSIA was first implemented. The rules for combining TSIA essay and multiple choice writing scores from different sittings apply only to the TSIA. TSIA writing scores may not be combined with writing scores from other assessments to meet TSI.

## Univ. Texas Success Initiative Report (CBM002)

### Developmental Education Courses and Other Interventions

All developmental education courses and interventions must be reported on the CBM00S regardless of a student's TSI status. The one exception to this rule is high school students taking developmental education which is not state-funded. These high school students should not be reported (see TAC 9.146 for more information).

Students who have completed non-course-based developmental education should be reported on the CBM002 in items #23, #43, and #63 with a '1'. Interventions that meet the criteria for state formula funding for non-course-based (non-semester-length) developmental education should be reported in this item and on the CBM00S.

Any student who meets TSI obligations during a semester (after the Census date or after an intervention that took place after the first class day) should be reported in items #24, #44, and #64 as option 1. This includes students who participated in developmental education activities at another institution.

### Math TSI Obligation Determined To Be Satisfied for Non-Algebra-Intensive Courses

Effective fall 2014, institutions that offer non-algebra intensive pathways for developmental mathematics may report students as meeting the math TSI obligation for non-algebra intensive math courses. See rules §4.54 and §4.58-9 for more information.

Readiness for non-algebra-intensive math pathways relates ONLY to preparation through developmental education courses and interventions; the status can ONLY apply to students who were NOT college-ready in math at entry.

If a student completes dev ed for non-algebra-intensive math courses but then wants to take an algebra-intensive college math course, the institution may require the student to take additional dev ed.

Students who are reported as ready for non-algebra intensive college math courses are considered TSI met and are considered to be prepared for non-algebra intensive freshman-level college math courses. However, institutions should NOT change the met status for these students from "met for non-algebra intensive math courses" to "met for all freshman-level math courses"--even if the student successfully completes a non-algebra intensive college math course--unless it is determined that the student is prepared for algebraic pathways through one of the following means: the student takes the DE coursework necessary for enrollment into algebra intensive college coursework, retests on the TSI test and meets TSI in math, or completes math coursework in an algebra-intensive area.

### Authority

The information reported on the CBM002 will be used to fulfill the requirements of Texas Education Code 51.3062 that "(n) Each institution of higher education shall report annually to the board on the success of its students and the effectiveness of its Success Initiative," and "(o) The board shall evaluate the effectiveness of the Success Initiative on a statewide basis and with respect to each institution of higher education." The data will also be used for accountability system measures which address developmental education. Other reports and data analysis above and beyond the requirements of the law may be generated in order to help institutions analyze

## Univ. Texas Success Initiative Report (CBM002)

and improve their programs based on information from the CBM002 and an analysis of the institutional Texas Success Initiative plans.

### Reporting First College-Level Coursework for TSI-Related Subject Areas

Collecting records of students' participation and performance in introductory-level, college-level courses is an important function of the TSI reporting system. Success in a first college-level course in a related subject area signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in that subject area. Item #20 on the CBM00S is used to identify a reported course as the first college-level course for TSI purposes. Items #30/50/70 on the CBM002 provide institutions a means to show student status related to this measure.

### **COVID-19 Placement Waiver – for alternative placement methods developed due to COVID-19 (Summer 2020 through Summer 2021)**

Beginning in Summer 2020 through Summer 2021, institutions may use additional factors to place non-exempt students enrolling in higher education institutions directly into a TSI-liable college-level course. If a student does not meet TSI benchmarks based TSIA scores or with an existing waiver or exemption (as listed in [TAC 4.57](#), and [TAC Rule 4.54](#)), the institution may use their own placement method using other factors such as HS GPA, HS course-taking, and non-cognitive factors. See the COVID-19 FAQ for TSI [here](#).

This new placement approach, which we refer to as a 'COVID-19 placement waiver' for reporting purposes, is designed for reporting students who are placed into college-level coursework using a measure or group of measures developed for use during semesters affected by COVID-19 (Summer 2020 through Summer 2021). Specifically, this refers to a new placement method that uses factors that are different from the traditional assessment scores used for TSI status, and TSI waivers or exemptions (per [TAC 4.57](#), and [TAC Rule 4.54](#)). Institutions will report the exact measures they used in their new placement method in a separate survey.

If the decision for placement into a college-level course is made using the newly allowable measures, institutions should indicate this as a 'COVID-19 placement waiver' in the 'Exemptions and Waivers' Item (#21A/#41A/#61A). See the chart below for instructions on how to report non-exempt, undergraduate students who are being placed using a COVID-19 placement waiver. Students who already meet TSI benchmarks should be reported using the standard reporting rules.

Per [TAC Rule 4.55\(a\)](#), a student who was placed in a freshman-level course without traditional assessment factors must be assessed before the end of the first semester of enrollment in the coursework. Institutions of higher education may monitor students' grades and encourage students who may not pass the course to take the TSIA before the last date of the semester. If a student passes the college-level course, the institution may consider the student to have satisfied the TSI requirement and does not need to require the student to take the TSIA.

**Reporting Undergraduate Students Who Are Placed Using a COVID-19 Placement Waiver**

<p>ITEMS #20/#40/#60</p> <p>TSI Obligation Met by Census Date</p>	<p>Student does not meet any established/ traditional criteria to meet TSI AND student does not have a known TSIA score</p> <p>Items #20/#40/#60, Option 'Z' - Unknown</p>	<p>Student does not meet any established/ traditional criteria to meet TSI AND student has a TSIA score that does not meet the college-readiness benchmark</p> <p>Items #20/#40/#60, Option '0' – Not Met (be sure to report the known TSIA score in item #22B/#44B/#64B)</p>
<p>ITEMS #21A/#41A/#61A</p> <p>TSI Status Waived or Satisfied through Exemption</p>	<p>Institution's NEW placement method indicates that the student be placed in a college-level course without developmental education support</p> <p>Items #21A/#41A/#61A, Option 'Z' – COVID-19 placement waiver</p>	<p>Student did not take a course in the subject area or was placed in developmental education (corequisite or standalone)</p> <p>Items #21A/#41A/#61A, Option '1' – No exemption or waiver granted</p>

<p><b>If TSI status at census date is 'Unknown'</b></p>				
<p>ITEMS #24/#44/#64</p> <p>TSI Obligation by End of Semester</p>	<p>Student passed exit-level DE in the subject area and/or passed the college-level course in the subject area</p> <p>Items #24/#44/#64, Option '1' (or '3' for math)– TSI status met by my institution this semester</p>	<p>Student was tested on the TSIA before the end of the semester and met the college-readiness benchmark</p> <p>Items #24/#44/#64, Option '1' (or '3' for math)– TSI status met by my institution this semester</p>	<p>Student was tested on the TSIA before the end of the semester and did not meet the college-readiness benchmark</p> <p>Items #24/#44/#64, Option '0' – TSI status not met</p>	<p>Student did not pass exit-level DE or a college-level course in the subject area OR did not take a course in the subject area</p> <p>Items #24/#44/#64, Option 'Z' – TSI status remains unknown</p>

### High School Students Taking Dual Credit

Beginning in Summer 2020 through Summer 2021, institutions may use additional measures other than traditional factors to place non-exempt high school students into TSI-liable college-level courses for dual credit (See the COVID-19 FAQ for TSI [here](#)). If a high school student does not meet dual credit eligibility (as listed in [TAC Rule 4.85](#)), the institution may use their own placement method using other factors such as HS GPA, HS course-taking, and non-cognitive factors.

This new placement approach, which we refer to as a 'COVID-19 placement waiver' for reporting purposes, is designed for reporting non-exempt dual credit high school students who are placed into college-level coursework with or without a developmental education support through a corequisite model, using a measure or group of measures developed for use during semesters affected by COVID-19 (Summer 2020 through Summer 2021). Specifically, this refers to a method that uses indicators that are different from the traditional assessment scores used for dual credit enrollment eligibility (per [TAC Rule 4.85](#)).

If the decision for placement into a college-level course is made using the newly allowable measures, institutions should indicate this as a 'COVID-19 placement waiver' in the 'Exemptions and Waivers' Item (#21A/#41A/#61A). See the chart below for instructions on how to report non-exempt, dual credit high school students who are being placed using a COVID-19 placement waiver. These reporting requirements also apply to high school students taking dual credit who are reported as 'non-degree-seeking' on the CBM001.

See the chart below for instructions on how to report non-exempt high school students who are being placed using a COVID placement waiver. High school students who already meet TSI should be reported using the standard reporting rules. High school students who already meet dual credit eligibility criteria should also be reported using the standard reporting rules.

### Reporting High School Students in Dual Credit Courses Who Are Placed Using a COVID-19 Placement Waiver

**- Note: These students should be identified in Item #10, option '2'**

<p>ITEMS #20/#40/#60</p> <p>TSI Obligation Met by Census Date</p>	<p>Student does not meet any established, traditional criteria to meet TSI AND student does not have a known TSIA score AND dual credit eligibility is unknown</p> <p>Items #20/#40/#60, Option 'Z' - Unknown</p>	<p>Student does not meet any established, traditional criteria to meet TSI AND student has a TSIA score that does not meet the college-readiness benchmark</p> <p>Items #20/#40/#60, Option '0' – Not Met (be sure to report the known TSIA score in item #22B/#44B/#64B)</p>
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<p>ITEMS #21A/#41A/#61A</p> <p>TSI Status Waived or Satisfied through Exemption</p>	<p>Institution's NEW placement method indicates that the student be placed in a college-level course without developmental education support</p> <p>Items #21A/#41A/#61A, Option 'Z' – COVID-19 placement waiver</p>	<p>Student did not take a course in the subject area or was placed in developmental education (corequisite model)</p> <p>Items #21A/#41A/#61A, Option '1' – No exemption or waiver granted</p>
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If TSI status at census date is 'Unknown'				
<p>ITEMS #24/#44/#64</p> <p>TSI Obligation by End of Semester</p>	<p>Student passed exit-level DE in the subject area and/or passed the college-level course in the subject area</p> <p>Items #24/#44/#64, Option '1' (or '3' for math)– TSI status met by my institution this semester</p>	<p>Student was tested on the TSIA before the end of the semester and met the college-readiness benchmark</p> <p>Items #24/#44/#64, Option '1' (or '3' for math)– TSI status met by my institution this semester</p>	<p>Student was tested on the TSIA before the end of the semester and did not meet the college-readiness benchmark</p> <p>Items #24/#44/#64, Option '0' – TSI status not met</p>	<p>Student did not pass exit-level DE or a college-level course in the subject area OR did not take a course in the subject area</p> <p>Items #24/#44/#64, Option 'Z' – TSI status remains unknown</p>

FOR SPRING 2020 REPORTING ONLY

In all other semesters, only grades of A, B, or C may be reported as a successful completion of a first college-level course. Many institutions have allowed students flexibility to change a course to be taken pass/fail as a result of the situations presented by COVID-19. For spring 2020 only, institutions may also report a student who passed a pass/fail course as a successful completion of a first college-level course.

Only one first college-level course should be reported per student per area on the CBM00S. If the student is taking more than one course that qualifies, the institution will choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out-of-state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution will report a '2' for completed at another institution in items #30, #50, and #70 on the CBM002 (as applicable) and report a '0' in item #20 on the CBM00S (previously reported or not applicable). Students who have not yet successfully completed a first college-level course should be reported with a '0' in items #30, #50, and/or #70 for the appropriate subject area(s).

## Univ. Texas Success Initiative Report (CBM002)

### Reporting Period Definitions

When the term Census Date is used in the report, the term refers to the 12<sup>th</sup> class day of the fall and spring semesters. However, term lengths can vary. Therefore, the following official schedule will be used to determine the official census date for terms of various lengths:

<u>Length of Term in Weeks</u>	<u>Official Census Date is Class Day #</u>
2 or less	1
3	2
4	3
5 - 6	4
7	5
8	6
9 - 10	7
11	8
12	9
13 - 14	10
15	11
16 or more	12

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

### Reporting TSI Status for Students Taking Courses that Begin after the Census Date and Conclude by the End of Semester

The CBM002 report incorporates information known about students as of the end of the semester; however, some items request information about a student's status at the beginning of the semester or on the census date.

If a student is only taking courses that begin after the traditional census date but conclude by the end of the semester, use the census date for the earliest course when reporting TSI status by census date (items #20/#24, #40/#44, and #60/#64). However, if a student is also taking traditionally scheduled courses in the semester, use the census date for the traditional courses for reporting TSI status in these items.

### Clarification of Texas Public Institutions of Higher Education

For the purposes of clarity, the term Texas public institution of higher education is used to refer specifically to public colleges and universities in the state when the item refers to another institution other than the one reporting. Institution is used in this report to refer to any accredited institution, public or private. In the many instances where the report is clearly referring to the institution which is reporting, the term "institution" or "receiving institution" is used without additional specification.



## Univ. Texas Success Initiative Report (CBM002)

### Clarifications on Data Pertaining to Dual Credit Students

There are several places in the CBM002 that dual credit students are addressed. This section provides additional clarification for how to report dual credit students.

The Students who have met TSI obligations/ exemption standards for all areas in which they are currently taking dual credit courses should be reported as '0' in item #10, and the qualifying exemptions/met obligations scores should be reported for the appropriate subject area(s). Students who have met dual credit waiver requirements but have NOT met TSI obligations in all areas should be reported as '2' in item #10, with subject area waiver information provided in items #21A, #41A, and #61A, as applicable. Students reported as '2' in item #10 who have met dual credit eligibility through test scores in a subject area should be reported as '6' on items #21A, #41A, and #61A as applicable.

For dual credit students, TSI obligations/exemption standards or waiver information should be reported for all subject areas in which a student is taking courses. The dual credit waiver allows current dual credit students to use eligible test results to waive TSI requirements for corresponding sections.

- **If a student has met TSI obligations/exemptions for ALL areas in which the student is currently taking dual credit courses**, then the student should be reported as '0' in item #10, and the qualifying exemptions/met obligations scores should be reported for the appropriate subject area(s).
- **If a student has met dual credit eligibility requirements but has NOT met TSI obligations/exemptions for all areas in which the student is currently taking dual credit courses**, then the student should be reported as '2' in item #10, with subject area waiver **or TSI met** information provided in items #21A, #41A, and #61A, as applicable. Subject-specific waiver information should be reported as follows:
  - **If a student has met TSI obligations for the subject area**, then qualifying exemptions/met obligations scores should be reported for the subject area.
  - **If a student has met dual credit eligibility requirements through testing but has NOT met TSI obligations/exemptions for the subject area**, then the student should be reported as '6' in #21A, #41A, and #61A.
  - **If a student is not required to demonstrate eligibility in the subject area because the course is part of a in a Level 1 Certificate program or program leading to a credential of less than Level 1 Certificate**, then the student should be reported as '7' in #21A, #41A, and #61A.

Transfer students are exempt from TSI if the receiving institution makes the determination that the student has satisfactorily completed college-level coursework in the relevant TSI areas. Exemptions for students who have completed dual credit courses work the same way. A receiving institution may determine that a student who has satisfactorily completed college-level coursework through dual credit has met TSI requirements for the relevant subject areas. This exemption is reported as '5' in items #21A, #41A, and #61A. Note that a student must receive a C or better in the dual credit course for the receiving institution to make this determination. For reporting purposes, this exemption should not be used if the student has exempted/met TSI obligations through testing and test results are available.

Univ. Texas Success Initiative Report (CBM002)

Related to the first college-level course requirement, when reporting high school students taking dual credit courses in items #30, #50, and/or #70 on the CBM002, select option '4' (yes at my institution this semester) if the student has successfully completed a first college-level course with an A, B, or C in the reporting period. The item should be answered with option '0' (no, not satisfied) if the student has not received a C or better in a first college-level course in the area. For a dual credit course successfully completed with an A, B, or C at the same institution in a previous semester, report a '3.' Be sure to note successful completion of a first college-level course on the CBM00S for all dual credit students who meet this requirement (item #20 on the CBM00S).

Univ Texas Success Initiative Report (CBM002)

INSTRUCTIONS FOR TSI REPORT

**STUDENT DEMOGRAPHICS SECTION:** All items in this section must be provided every reporting period. Every **undergraduate** student reported on the CBM00S needs to be on the CBM002. Some students may be reported on the CBM002 who are not on the CBM00S. For example, a student who receives an incomplete in a course should be reported again on the CBM002 for the semester that the student actually completes the course; however, that student should not be reported for that course on the CBM00S, CBM001, or CBM0E1 in the semester the course is completed. For additional information in reporting flex students, see the introduction.

Item #1 Record Code. Always enter '2'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Student Identification Number. Enter the Social Security number of the student. The institution will assign unique identification numbers to students without Social Security numbers and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #4 Reporting Period. (Summer reporting periods should match the CBM001.)

- 1 Fall
- 2 Spring
- 3 Summer

Item #5 Year. Enter all four digits of the calendar year of the reporting period.

Item #6 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #7 Gender. Enter the gender of the student.

M = Male      F = Female

Item #8 Unused.

Item #9 Date of Birth. Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). If the date of birth is unknown, enter '00000000'.

Item #10 Program Indicator.

- 0 No or not applicable
- 2 Student is a current dual credit student
- 8 Student is enrolled in an Adult Education and Literacy (AEL) program
- 9 Student is enrolled in a Level 2 Cert or Applied Associates degree that does not require a freshman-level academic mathematics course and the student is not taking a college-level math course. This does not include students who have undeclared or undecided majors

Univ Texas Success Initiative Report (CBM002)

Item #11 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #12 Race. Select one or more codes indicating the race of the student.

- Item #12A 1 White
- Item #12B 2 Black or African-American
- Item #12C 4 Asian
- Item #12D 5 American Indian or Alaskan Native
- Item #12E 6 International
- Item #12F 7 Unknown or Not Reported
- Item #12G 8 Native Hawaiian or Other Pacific Islander

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

**Notes:**

- a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.
- b) Report the ethnicity of a student who was classified as a resident based on TEC 54.052(a)(3) (coded 'A' in Item #7 on the CBM001).
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

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Item #13 Flexible Entry. Enter a '6' if the record is for a student enrolled in a class that is being reported with a '6' FE code on the CBM00S (Item #25). Leave blank if not flex entry. See page 2.1 for more information.

**NOTE:** An FE student who is also enrolled in the current semester should have a separate record for enrollment that carried over from a previous semester.

Item #14 Unused. This item is reserved for future use.

**MATH ASSESSMENT and STATUS SECTION:**

Item #20 Math TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

- 0 No, not satisfied or obligation is waived (includes college prep course waiver)
- 1 Yes, at my institution for all freshman-level math courses
- 2 Yes, at another Texas public institution for all freshman-level math courses
- 3 Yes, at my institution for non-algebra intensive math courses (see introduction)
- 4 Yes, at another Texas public institution for non-algebra intensive math courses (see introduction)
- Z Unknown, TSI status was not demonstrated based on traditional factors (refer TAC rules 4.54 and 4.57) by census date. Use this indicator if this is an undergraduate student without information on their TSI status, or this is a high school student taking a college-level course in math, and their dual credit eligibility status is also unknown. This should also include HS students taking dual credit who are considered 'non-degree-seeking'.

Item #21A Math TSI Obligation Waived or Satisfied through Exemption.

- 0 Previously reported (This category includes students who were reported by your institution during a **previous** reporting period, and students who were reported by another Texas public institution)
- 1 No, no exemption or waiver granted
- 2 Exemption based on ACT Test
- 3 Exemption based on old SAT Test (administered prior to March 2016); See option "C" below for reporting of exemption based on the new SAT (administered on or after March 2016)
- 4 Exemption based on TAKS Exit Level Math Test
- 5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
- 6 Waiver to take math-related dual credit
- 7 Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
- 8 Exemption based on the STAAR Algebra II EOC Test
- A Waiver for college prep course developed by my institution with local ISD(s)
- B Waiver for college prep course developed by another Texas public institution and local ISD(s) (course accepted via MOU)

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- C Exemption based on revised SAT Test (administered March 2016 and later); See option "3" above for reporting of exemption based on the old SAT (administered prior to March 2016)
- D Waiver for active military duty
- E Exemption because of past military experience based on TSI rules
- F Exemption based on earned degree from accredited higher education institution
- G Dual credit student taking a course other than math. No waiver/exemption applicable
- H Waiver for ESL/ESOL developmental education
- Z COVID-19 Placement Waiver - Student was placed in math-intensive college-level course using a placement method made up of measures other than traditional factors. This should correspond to the placement method reported on the separate survey.

Item #21B ACT or SAT Math Score. Enter if coded '2', '3', or 'C' in Item #21A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #21C ACT Composite or SAT Combined Score. (If SAT administered prior to March 2016 -do not report combined score for Revised SAT administered on or after March 2015). Enter if coded '2' or '3' in Item #21A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #21D TAKS Exit Level Math/STAAR Algebra II EOC Scale Score. Enter if coded '4' or '8' in Item #21A, or enter '0000' if not applicable.

Item #22A Math Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

- 0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
- 1 THEA/TASP (Math)
- 2 COMPASS (Algebra)
- 3 ASSET (Elementary Algebra)
- 4 ACCUPLACER (Elementary Algebra)
- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Elementary Math)
- 7 Not assessed
- 8 TSI Assessment (effective first class day Fall 2013)

Item #22B Math Assessment Score Used for Initial Placement. Enter the placement test score for math. The score must match the type test identified in Item #22A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #22A).

Item #23 Participation in Alternative/Non-course-based Method for Developmental Education Math this Reporting Period.

- 0 Not applicable (did not participate)
- 1 Yes, participated

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Item #24 Math TSI Obligation Satisfied Based on the State Standard by the **End** of the Semester/Reporting Period. **Note:** Students reported with a '1' or '2' in Item #20 should be reported with a '2'.

- 0 No, not satisfied or obligation is waived (includes college prep course waiver)
- 1 Yes, at my institution this semester or determined to be satisfied by my institution this semester for all freshman-level math courses
- 2 Already satisfied (or exempted) by census date for all freshman-level math courses (see introduction)
- 3 Yes, at my institution this semester or determined to be satisfied by my institution this semester for non-algebra intensive math courses (see introduction)
- 4 Already satisfied (or exempted) by census date for non-algebra intensive math courses (see introduction)
- Z TSI status is unknown

Item #25-29 Unused.

**FIRST COLLEGE-LEVEL MATH COURSE SECTION:**

Item #30 Credit for First College-Level Math Course. **FOR SPRING 2020 REPORTING ONLY, courses completed with a status of passed in a pass/fail course may also count toward successful completion of a first college-level math course. See introduction for details.** Has the student successfully completed a college-level math-intensive course with an A, B, C, or **Credit/Passed**? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

- 0 No, not satisfied
- 1 Yes, at my institution in a previous semester
- 2 Yes, at another institution
- 3 Yes, credit otherwise awarded by this institution (e.g., AP, IB, previous completion of dual credit with a C or better, credit by exam)
- 4 Yes, at my institution this semester (reported on the CBM00S)

Item #31-39 Unused.

**READING ASSESSMENT and STATUS SECTION:**

Item #40 Reading TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

- 0 No, not satisfied or obligation is waived (includes college prep course waiver)
- 1 Yes, at my institution
- 2 Yes, at another Texas public institution
- Z **Unknown, TSI status was not demonstrated based on traditional factors (refer TAC rules 4.54 and 4.57) by census date. Use this indicator if this is an undergraduate student without information on their TSI status, or this is a high school student taking a college-level course in reading, and their dual credit eligibility status is also unknown. This should also include HS students taking dual credit who are considered 'non-degree-seeking'.**

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Item #41A Reading TSI Obligation Waived or Satisfied through Exemption.

- 0 Previously reported (This category includes students who were reported by your institution during a **previous** reporting period, and students who were reported by another Texas public institution)
- 1 No, no exemption or waiver granted
- 2 Exemption based on ACT Test
- 3 Exemption based on old SAT Test (administered prior to March 5, 2016); See option "C" below for reporting of exemption based on the new SAT (administered on or after March 2016)
- 4 Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)
- 5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
- 6 Waiver to take reading-related dual credit
- 7 Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
- 8 Exemption based on the STAAR English III EOC Reading Test
- A Waiver for college prep course developed by my institution with local ISD(s)
- B Waiver for college prep course developed by another Texas public institution and local ISD(s) (course accepted via MOU)
- C Exemption based on revised SAT Test (administered March 5, 2016 and later); See option "3" above for reporting of exemption based on the old SAT (administered prior to March 2016)
- D Waiver for active military duty
- E Exemption because of past military experience based on TSI rules
- F Exemption based on earned degree from accredited higher education institution
- G Dual credit student taking a course other than reading-related. No waiver/exemption applicable.
- H Waiver for ESL/ESOL developmental education
- Z COVID-19 Placement Waiver - Student was placed in reading-intensive college-level course using a placement method made up of measures other than traditional factors. This should correspond to the placement method reported on the separate survey.

Item #41B ACT (English) or SAT (Critical Reading) Score. Enter if coded '2', '3', or 'C' in Item #41A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #41C ACT Composite or SAT Combined Score. (If SAT administered prior to March 2016- do not report combined score for Revised SAT administered on or after March 2016). Enter if coded '2' or '3' in Item #41A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #41D TAKS Exit Level English Language Arts Test /STAAR English III EOC Reading Scale Score. Enter if coded '4' or '8' in Item #41A, or enter '0000' if not applicable.



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Item #42A Reading Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

- 0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
- 1 THEA/TASP (Reading)
- 2 COMPASS (Reading Skills)
- 3 ASSET (Reading Skills)
- 4 ACCUPLACER (Reading Comprehension)
- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Reading Comprehension)
- 7 Not assessed
- 8 TSI Assessment (effective first class day Fall 2013)

Item #42B Reading Assessment Score Used for Initial Placement. Enter the placement test score for reading. The score must match the type test identified in Item #42A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #42A).

Item #43 Participation in Alternative/Non-course-based Method for Developmental Education Reading this Reporting Period.

- 0 Not applicable (did not participate)
- 1 Yes, participated

Item #44 Reading TSI Obligation Satisfied based on the State Standard by the **End** of the Semester/ Reporting Period. **Note:** Students reported with a '1' or '2' in Item #40 should be reported with a '2'.

- 0 No, not satisfied or obligation is waived (includes college prep course waiver)
- 1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
- 2 Already satisfied (or exempted) by census date
- Z TSI status is unknown

Item #45-49 Unused.

**FIRST COLLEGE-LEVEL READING COURSE SECTION**

Item #50 Credit for First College-Level Reading-Intensive Course. **FOR SPRING 2020 REPORTING ONLY,** courses completed with a status of passed in a pass/fail course may also count toward successful completion of a first college-level reading course. See introduction for details. Has the student successfully completed a college-level reading-intensive course with an A, B, C, or **Credit/Passed**? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

- 0 No, not satisfied
- 1 Yes, at my institution in a previous semester

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- 2 Yes, at another institution
- 3 Yes, credit otherwise awarded by this institution (e.g., AP, IB, previous completion of dual credit with a C or better, credit by exam)
- 4 Yes, at my institution this semester (reported on the CBM00S)

Item #51-59 Unused.

**WRITING ASSESSMENT and STATUS SECTION:**

Item #60 Writing TSI Obligation Determined To Be Satisfied based on the State Standard Met by Census Date or Determined To Be Exempted.

- 0 No, not satisfied or obligation is waived (includes college prep course waiver)
- 1 Yes, at my institution
- 2 Yes, at another Texas public institution
- Z Unknown, TSI status was not demonstrated based on traditional factors (refer TAC rules 4.54 and 4.57) by census date. Use this indicator if this is an undergraduate student without information on their TSI status, or this is a high school student taking a college-level course in writing, and their dual credit eligibility status is also unknown. This should also include HS students taking dual credit who are considered 'non-degree-seeking'.

Item #61A Writing TSI Obligation Waived or Satisfied through Exemption.

- 0 Previously reported (This category includes students who were reported by your institution during a **previous** reporting period, and students who were reported by another Texas public institution)
- 1 No, no exemption or waiver granted
- 2 Exemption based on ACT Test
- 3 Exemption based on old SAT Test (administered prior to March 2016); See option "C" below for reporting of exemption based on the new SAT (administered on or after March 2016)
- 4 Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)
- 5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
- 6 Waiver to take writing-related dual credit
- 7 Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate seeking status
- 8 Exemption based on the STAAR English III EOC Writing Test
- A Waiver for college prep course developed by my institution with local ISD(s)
- B Waiver for college prep course developed by another Texas public institution and local ISD(s) (course accepted via MOU)
- C Exemption based on revised SAT Test (administered March 2016 and later); See option "3" above for reporting of exemption based on the old SAT (administered prior to March 2016)

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- D Waiver for active military duty
- E Exemption because of past military experience based on TSI rules
- F Exemption based on earned degree from accredited higher education institution
- G Dual credit student taking a course other than writing-related. No waiver/exemption applicable
- H Waiver for ESL/ESOL developmental education
- Z COVID-19 Placement Waiver - Student was placed in writing-intensive college-level course using a placement method made up of measures other than traditional factors. This should correspond to the placement method reported on the separate survey.

Item #61B ACT (English) or SAT (Critical Reading) Score. Enter if coded '2', '3', or 'C' in Item #61A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #61C ACT Composite or SAT Combined Score. (If SAT administered prior to March 2016- do not report combined score for Revised SAT administered on or after March 2016). Enter if coded '2' or '3' in Item #61A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #61D TAKS Exit Level English Language Arts Test/STAAR English III EOC Writing Test Scale Score. Enter if coded '4' or '8' in Item #61A, or enter '0000' if not applicable.

Item #62A Writing Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

- 0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
- 1 THEA/TASP (Writing)
- 2 COMPASS (Writing Skills/Essay)
- 3 ASSET (Writing Skills/Essay)
- 4 ACCUPLACER (Sentence Skills/Essay)
- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Conventions of Written English/Essay)
- 7 Not assessed
- 8 TSI Assessment (effective first class day Fall 2013)

Item #62B Writing Assessment Score Used for Initial Placement. Enter the placement test score for the objective section of the writing assessment. The score(s) must match the type of test identified in Item #62A. If a score is less than three digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #62A).

Item #62C Written Essay Score. Enter the initial test score for the essay portion of the writing assessment. Enter '0' if not applicable.

Item #63 Participation in Alternative/Non-course-based Method for Developmental Education Writing this Reporting Period.

- 0 Not applicable (did not participate)
- 1 Yes, participated

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Item #64 Writing TSI Obligation Satisfied based on the State Standard by the End of the Semester /Reporting Period. **Note:** Students reported with a '1' or '2' in Item #60 should be reported with a '2'.

- 0 No, not satisfied or obligation is waived (includes college prep course waiver)
- 1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
- 2 Already satisfied (or exempted) by census date
- Z TSI status is unknown

Item #65-69 Unused.

**FIRST COLLEGE-LEVEL WRITING COURSE SECTION:**

Item #70 Credit for First College-Level Writing-Intensive Course. **FOR SPRING 2020 REPORTING ONLY, courses completed with a status of passed in a pass/fail course may also count toward successful completion of a first college-level writing course. See introduction for details.** Has the student successfully completed a college-level writing-intensive course with an A, B, C, or **Credit/Passed**? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

- 0 No, not satisfied
- 1 Yes, at my institution in a previous semester
- 2 Yes, at another institution
- 3 Yes, credit otherwise awarded by this institution (e.g., AP, IB, previous completion of dual credit with a C or better, credit by exam)
- 4 Yes, at my institution this semester (reported on the CBM00S)

Item #71-79 Unused.

Item #80 TSI ABE Diagnostic Level Score in Math. Report '0' for all students who did not take the ABE diagnostic portion of the TSI Assessment for initial placement purposes.

- 0 Not applicable (This category includes students whose initial status was reported by the present or previous Texas public institution.)
- 1 Level One
- 2 Level Two
- 3 Level Three
- 4 Level Four
- 5 Level Five
- 6 Level Six

Item #81 TSI ABE Diagnostic Level Score in Reading. Report '0' for all students who did not take the ABE diagnostic portion of the TSI Assessment for initial placement purposes.

- 0 Not applicable (This category includes students whose initial status was reported by the present or previous Texas public institution.)

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- 1 Level One
- 2 Level Two
- 3 Level Three
- 4 Level Four
- 5 Level Five
- 6 Level Six

Item #82 TSI ABE Diagnostic Level Score in Writing. Report '0' for all students who did not take the ABE diagnostic portion of the TSI Assessment for initial placement purposes.

- 0 Not applicable (This category includes students whose initial status was reported by the present or previous Texas public institution.)
- 1 Level One
- 2 Level Two
- 3 Level Three
- 4 Level Four
- 5 Level Five
- 6 Level Six

REPORTING EXAMPLES

Items #1 through #9, #11, and #12 will be entered each time. There is one example which includes a flex course situation (numbers 4a and b); otherwise item #13 is not included.

- 1a. In fall 2014, a student enrolled as a first-time undergraduate. The student was tested for placement purposes upon enrollment and did not meet TSI standards on the Math section of the TSIA and took the ABE diagnostic test but passed the other subject area sections. The student enrolled in a developmental math course (3 SCHs) that covers beginning algebra and received a C; the student has not yet satisfied the institution's math requirements for TSI. The student also enrolled in a history course and earned a 'B' (this course was determined by the institution to be the student's first college-level reading course) and an English course and earned a 'C' (determined to be the first college-level writing course).

Item #10 = 0	Item #40 = 1	Item #60 = 1	Item #80 = 6
Item #20 = 0	Item #41A = 1	Item #61A = 1	Item #81 = 0
Item #21A = 1	Item #41B = 000	Item #61B = 000	Item #82 = 0
Item #21B = 000	Item #41C = 0000	Item #61C = 0000	
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000	
Item #21D = 0000	Item #42A = 8	Item #62A = 1	
Item #22A = 8	Item #42B = 353	Item #62B = 260	
Item #22B = 320	Item #43 = 0	Item #62C = 6	
Item #23 = 0	Item #44 = 2	Item #63 = 0	
Item #24 = 0	Item #50 = 4	Item #64 = 2	
Item #30 = 0		Item #70 = 4	

- 1b. The student above returned to the institution the following spring. The student took a developmental intermediate algebra course, completed it with an A, and satisfied the institution's math requirement for TSI.

Item #10 = 0	Item #40 = 1	Item #60 = 1	Item #80 = 0
Item #20 = 0	Item #41A = 0	Item #61A = 0	Item #81 = 0
Item #21A = 0	Item #41B = 000	Item #61B = 000	Item #82 = 0
Item #21B = 000	Item #41C = 0000	Item #61C = 0000	
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000	
Item #21D = 0000	Item #42A = 0	Item #62A = 0	
Item #22A = 0	Item #42B = 000	Item #62B = 000	
Item #22B = 000	Item #43 = 0	Item #62C = 0	
Item #23 = 0	Item #44 = 2	Item #63 = 0	
Item #24 = 1	Item #50 = 1	Item #64 = 2	
Item #30 = 0		Item #70 = 1	

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- 2a. An 11th grade high school student enrolled in an introductory sociology course based on English II STAAR EOC scores that met the dual credit requirements. The institution considers the course a first college-level reading course. Note that items #21A and #61A are coded 'G' because the dual credit waiver is only reported for the related subject area. English II STAAR EOC scores should NOT be reported.

Item #10 = 2	Item #40 = 0	Item #60 = 0	Item #80 = 0
Item #20 = 0	Item #41A = 6	Item #61A = G	Item #81 = 0
Item #21A = G	Item #41B = 000	Item #61B = 000	Item #82 = 0
Item #21B = 000	Item #41C = 0000	Item #61C = 0000	
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000	
Item #21D = 0000	Item #42A = 0	Item #62A = 0	
Item #22A = 0	Item #42B = 000	Item #62B = 000	
Item #22B = 000	Item #43 = 0	Item #62C = 0	
Item #23 = 0	Item #44 = 0 *	Item #63 = 0	
Item #24 = 0	Item #50 = 4	Item #64 = 0	
Item #30 = 0		Item #70 = 0	

- 2b. The same student above enrolled a year later as a first-time undergraduate student at a Texas public university. The student is TSI exempt for math based on STAAR EOC results but not for ELA. The student took college-level math. The student also took dual credit sociology at another Texas public institution in a previous semester (see above). The student did not meet the state standard on the TSIA objective and written tests for writing when tested for placement. The student was assigned to tutoring (non-course based) and met the standard.

Item #10 = 0	Item #40 = 1 *	Item #60 = 0	Item #80 = 0
Item #20 = 1	Item #41A = 5 *	Item #61A = 1	Item #81 = 0
Item #21A = 8	Item #41B = 000	Item #61B = 000	Item #82 = 0
Item #21B = 000	Item #41C = 0000	Item #61C = 0000	
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000	
Item #21D = 2259	Item #42A = 0	Item #62A = 8	
Item #22A = 0	Item #42B = 000	Item #62B = 346	
Item #22B = 000	Item #43 = 0	Item #62C = 4	
Item #23 = 0	Item #44 = 2	Item #63 = 1	
Item #24 = 2	Item #50 = 2	Item #64 = 1	
Item #30 = 4		Item #70 = 0	

\*Item #44 in 2a could also be answered with a '1' if the first institution determines that performance in the dual credit course meets TSI standards. If so, then in example 2b the student could be reported with a '2' in item #40 and a '0' in item #41A. Either pattern is fine, depending on school policy and/or how much information is available to the receiving institution. Item # 63 could be reported with a '0' but ONLY if the NCBO is reported for the student on the CBM00S.

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3. A student who qualified as a transfer from a private institution was determined by the receiving institution to have satisfactorily completed college-level coursework in reading and writing and had TSI-eligible SAT scores for math exemption. The student received transfer credit for core-equivalent courses in reading and writing (for which the student received an “A,” “B,” or “C”). The student attempted a core math course and earned a “B.”

Item #10 = 0	Item #40 = 1	Item #60 = 1	Item #80 = 0
Item #20 = 1	Item #41A = 5	Item #61A = 5	Item #81 = 0
Item #21A = 3	Item #41B = 000	Item #61B = 000	Item #82 = 0
Item #21B = 590	Item #41C = 0000	Item #61C = 0000	
Item #21C = 1080	Item #41D = 0000	Item #61D = 0000	
Item #21D = 0000	Item #42A = 0	Item #62A = 0	
Item #22A = 0	Item #42B = 000	Item #62B = 000	
Item #22B = 000	Item #43 = 0	Item #62C = 0	
Item #23 = 0	Item #44 = 2	Item #63 = 0	
Item #24 = 2	Item #50 = 2	Item #64 = 2	
Item #30 = 4		Item #70 = 2	

- 4a. In fall 2014, an incoming student was tested using TSIA and did not meet TSI requirements for any subject areas at the time of initial placement but did not take the ABE diagnostic test for any subject area. The student completed two developmental math courses (reported on the CBM00S). The student did not enroll in course-based or non-course-based developmental reading. Instead, the student re-tested on TSIA mid-semester and met the standard. The student took a flex writing developmental education course that started in November and ended in February (reported on the CBM002 and CBM00S in the spring semester). The student was determined to have met the standard upon successful completion of that writing course. The flex course is reported in example 4b below (not in example 4a).

Item #10 = 0	Item #40 = 0	Item #60 = 0	Item #80 = 0
Item #13 = (blank)	Item #41A = 1	Item #61A = 1	Item #81 = 0
Item #20 = 0	Item #41B = 000	Item #61B = 000	Item #82 = 0
Item #21A = 1	Item #41C = 0000	Item #61C = 0000	
Item #21B = 000	Item #41D = 0000	Item #61D = 0000	
Item #21C = 0000	Item #42A = 8	Item #62A = 8	
Item #21D = 0000	Item #42B = 348	Item #62B = 350	
Item #22A = 8	Item #43 = 0	Item #62C = 4	
Item #22B = 339	Item #44 = 1	Item #63 = 0	
Item #23 = 0	Item #50 = 0	Item #64 = 0	
Item #24 = 0		Item #70 = 0	
Item #30 = 0			

- 4b. Item #13 = 6

Item #60 = 0	Item #62A = 0
Item #61A = 0	Item #62B = 000
Item #61B = 000	Item #62C = 0
Item #61C = 0000	Item #63 = 0
Item #61D = 0000	Item #64 = 1
	Item #70 = 0



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5. A recent high school graduate with a waiver for active military duty submitted a transcript showing an eligible TSI exemption score STAAR EOC results in math but not ELA. The institution's policy is to test students for local placement purposes. After reviewing placement test scores, it was recommended that the student take a developmental writing course. The student also took a psychology course, which the institution determined is a course that meets the requirement for first college-level reading course, and the student took a core math course, which was determined to meet the requirements for first college-level math course.

Item #10 = 0	Item #40 = 0	Item #60 = 0	Item #80 = 0
Item #20 = 1 *	Item #41A = D	Item #61A = D	Item #81 = 0
Item #21A = 4 *	Item #41B = 000	Item #61B = 000	Item #82 = 0
Item #21B = 000	Item #41C = 0000	Item #61C = 0000	
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000	
Item #21D = 2320	Item #42A = 0	Item #62A = 0	
Item #22A = 0	Item #42B = 000	Item #62B = 000	
Item #22B = 000	Item #43 = 0	Item #62C = 0	
Item #23 = 0	Item #44 = 1	Item #63 = 0	
Item #24 = 2	Item #50 = 4	Item #64 = 0	
Item #30 = 4		Item #70 = 0	

\* TSI does not apply to students with waivers and military exemptions. Therefore, the institution may also choose to report a '0' in Item #20 and a 'D' in Item #21A. The THECB will report students in the military as unknown if Items #21A, #41A, or #61A is a 'D', or 'E' and Item #20, #40, or #60 is a '0'. However, it is recommend that when an institution has evidence that a student has met TSI obligations/exemptions for a subject area to report that information.

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always ‘2’	1	1
Item #2	Institution Identifier - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period – Numeric	17	1
Item #5	Year – Numeric	18	4
Item #6	Non-Disclosure – Numeric	22	1
Item #7	Gender – Alpha	23	1
Item #8	Unused	24	1
Item #9	Date of Birth - Numeric – YYYYMMDD	25	8
Item #10	Program Indicator– Numeric	33	1
Item #11	Ethnic Origin	34	1
Item #12	Race:		
Item #12A	White – ‘1’ or blank	35	1
Item #12B	Black or African-American – ‘2’ or blank	36	1
Item #12C	Asian – ‘4’ or blank	37	1
Item #12D	American Indian or Alaskan Native – ‘5’ or blank	38	1
Item #12E	International – ‘6’ or blank	39	1
Item #12F	Unknown or Not Reported – ‘7’ or blank	40	1
Item #12G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	41	1
Item #13	Flex Entry	42	1
Item #14	Unused	43	2
Item #20	Math TSI Determined to be Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	45	1
Item #21A	Math TSI Waived or Satisfied through Exemption – Alpha/Numeric	46	1
Item #21B	ACT or SAT Math Score – Numeric	47	3
Item #21C	ACT Composite or SAT Combined Score – Numeric	50	4
Item #21D	TAKS Exit Level Math/STAAR Algebra II EOC Test Scale Score – Numeric	54	4
Item #22A	Math Assessment Test Used for Initial Placement – Numeric	58	1
Item #22B	Math Assessment Score Used for Initial Placement – Numeric	59	3
Item #23	Participation in Alt./Non-course-based Method for DE Math this Reporting Period – Numeric	62	1
Item #24	Math TSI Satisfied Based on State Standard by End of Semester – Numeric	63	1
Items #25-29	Unused (no positions reserved in the record)		
Item #30	Credit for First College-Level Math Course – Numeric	64	1
Items #31-39	Unused (no positions reserved in the record)		
Item #40	Reading TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	65	1
Item #41A	Reading TSI Waived or Satisfied through Exemption – Alpha/Numeric	66	1
Item #41B	ACT (English) or SAT (Critical Reading) Score – Numeric	67	3
Item #41C	ACT Composite or SAT Combined Score – Numeric	70	4
Item #41D	TAKS Exit Level English Language Arts/STAAR English III EOC Reading Test Scale Score – Numeric	74	4
Item #42A	Reading Assessment Test Used for Initial Placement – Numeric	78	1
Item #42B	Reading Assessment Score Used for Initial Placement – Numeric	79	3

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		<u>Beginning Position</u>	<u>Length</u>
Item #43	Participation in Alt/Non-course-based Method for DE Reading this Reporting Period – Numeric	82	1
Item #44	Reading TSI Satisfied Based on State Standard by End of of Semester – Numeric	83	1
Items #45-49	Unused (no positions reserved in the record)		
Item #50	Credit for First College-Level Reading-Intensive Course – Numeric	84	1
Items #51-59	Unused (no positions reserved in the record)		
Item #60	Writing TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	85	1
Item #61A	Writing TSI Waived or Satisfied through Exemption – Alpha/Numeric	86	1
Item #61B	ACT (English) or SAT (Critical Reading) Score – Numeric	87	3
Item #61C	ACT Composite or SAT Combined Score – Numeric	90	4
Item #61D	TAKS Exit Level English Language Arts STAAR English III EOC Writing Test Scale Score – Numeric	94	4
Item #62A	Writing Assessment Test Used for Initial Placement – Numeric	98	1
Item #62B	Writing Assessment Score Used for Initial Placement – Numeric	99	3
Item #62C	Written Essay Score – Numeric	102	1
Item #63	Participation in Alt/Non-course-based Method for DE Writing this Reporting Period – Numeric	103	1
Item #64	Writing TSI Satisfied Based on State Standard by End of Semester – Numeric	104	1
Items #65-69	Unused (no positions reserved in the record)		
Item #70	Credit for First College-Level Writing-Intensive Course – Numeric	105	1
Items #71-79	Unused (no positions reserved in the record)		
Item #80	TSI ABE Diagnostic Level Score in Math – Numeric	106	1
Item #81	TSI ABE Diagnostic Level Score in Reading – Numeric	107	1
Item #82	TSI ABE Diagnostic Level Score in Writing – Numeric	108	1

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QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine questionable and error values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '2'
2. Institution Code	N/A	Must match value in header record and be a valid FICE code
3. Student ID Number	N/A	Blank; special characters
4. Reporting Period	N/A	Must match value in header record; value except '1' thru '4'
5. Year	N/A	Must match value in header record
6. Non-Disclosure	N/A	Any value except '2' or '0'
7. Gender	N/A	Any value except 'M' or 'F'
8. Unused	N/A	N/A
9. Date of Birth	Value of '00000000'	Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10
10. Program Indicator	N/A	Any value except '0', '2', '8', or '9'
11. Ethnic Origin	N/A	Value other than '1', '2', or '3'
12A. White	N/A	Value other than '1' or space or value = '1' and '7'
12B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
12C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
12D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
12E. International	N/A	Value other than '6' or space or value = '6' and '7'
12F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
12G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
13. Flex Entry	N/A	Any value except blank or '6'
14. Unused		

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
20/40/60. TSI Satisfied-Census Date	N/A	Any value except '0', '1', '2', or Z; value not = '0' if #24/44/64 = '1' Item #20 includes values '3' and '4'
21A/41A/61A. TSI Satisfied-Exemption	N/A	Any value except '0' thru '8', or 'A' thru 'H', and Z
21B/41B/61B. Score	N/A	Not numeric; '000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 19; if #21A/41A/61A = '3' SAT < 500
21C/41C/61C. Composite/Comb. Score	N/A	Not numeric; '0000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 23; if #21A/41A/61A = '3' SAT < 1070; if #21A = 8 Math TSIA < 1000 or > 7000; if 41A/61A = 8 Reading and Writing TSIA < 500 > 4000
21D/41D/61D. TAKS/STAAR Scale Score	N/A	Not numeric; '0000' if #21A/41A/61A = '4'; if #21A/41A/61A = '4' TAKS < 2200
22A/42A/62A. TSI Initial Assessment Test for Placement	N/A	Any value except '0' thru '8'
22B/42B/62B. TSI Initial Assessment Math Score	N/A	THEA/TASP < 100 or > 300 COMPASS < 15 or > 99 ASSET < 23 or > 55 ACCUPLACER < 21 or > 120 Stanford < 1 or > 118 MAPS < 601 or > 625 TSI < 310 or > 390 Any value except '000'
When Item #22A = '1' when Item #22A = '2' when Item #22A = '3' when Item #22A = '4' when Item #22A = '5' when Item #22A = '6' when Item #22A = '8' when Item #22A = '0', '7'	N/A	

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
Reading Score		
When Item #42A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #42A = '2'		COMPASS < 18 or > 99
when Item #42A = '3'		ASSET < 23 or > 53
when Item #42A = '4'		ACCUPLACER < 20 or > 120
when Item #42A = '5'		Stanford < 1 or > 54
when Item #42A = '6'		MAPS < 101 or > 125
when Item #42A = '8'		TSI < 310 or > 390
when Item #42A = '0', '7',		Any value except '000'
Writing Score		
When Item #62A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #62A = '2'		COMPASS < 1 or > 100
when Item #62A = '3'		ASSET < 23 or > 54
when Item #62A = '4'		ACCUPLACER < 1 or > 120
when Item #62A = '5'		Stanford < 1 or > 60
when Item #62A = '6'		MAPS < 100 or > 999
when Item #62A = '8'		TSI < 310 or > 390
when Item #62A = '0', '7'		Any value except '000'
62C. Written Essay Score	N/A	Value > '8'; value > '0' if Item #62A = '0' or '7'
23/43/63. Participation in Alt/Non-Course-Based DE this Period	N/A	Any value except '0', '1', or '2'; value = '1' if Item #24/44/64 = '0' or '2'
24/44/64. TSI Satisfied-End of Semester	Value = '2' if #20/40/60 = '0'	Any value except '0', '1', '2' or Z; value = '0' or '1' if #20/40/60 = '1' or '2'; Item#24 includes values '3', and '4'
30/50/70. Credit First College-Level Course	N/A	Any value except '0' thru '4'
80/81/82. TSI ABE Diagnostic Level Score in Math/Reading/Writing	N/A	Any value except '0' thru '6'

# Univ. Texas Success Initiative Report (CBM002)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM002 EDIT SUMMARY FROM RunDate: 05/16/2011 Time: 12:42:09  
 LONESTAR UNIVERSITY 003304 SUMMER 2011

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	Record Code	49	0	0
ITEM 2	Inst. Code	49	0	0
ITEM 3	Student ID	49	0	0
ITEM 4	Reporting Period	49	0	0
ITEM 5	Reporting Year	49	0	0
ITEM 6	NonDisclosure	49	0	0
ITEM 7	Gender	49	0	0
ITEM 9	Date of Birth	49	0	0
ITEM 10	TSI Obligation Waived/Degree/Military Ex	49	0	0
ITEM 11	Ethnic Origin	49	0	0
ITEM 12	Race	49	0	0
ITEM 12A	White	49	0	0
ITEM 12B	Black	49	0	0
ITEM 12C	Asian	49	0	0
ITEM 12D	Native American-Alaskan	49	0	0
ITEM 12E	International	49	0	0
ITEM 12F	Unknown	49	0	0
ITEM 12G	PacificIslander-NativeHawaiian	49	0	0
ITEM 13	FE	49	0	0
ITEM 20-30	Math Activity	49	0	0
ITEM 20	M. TSI Satisfied by Census Date	49	0	0
ITEM 21A	M. TSI Satisfied through Exemption	49	0	0
ITEM 21B	M. Score	49	0	0
ITEM 21C	M. Composite or Combined Score	49	0	0
ITEM 21D	M. TAKS Math Scale Score	49	0	0
ITEM 22A	M. TSI Init Assess Test for Placement	49	0	0
ITEM 22B	M. TSI Init Assess Score	49	0	0
ITEM 23	M. Participation in Alt. DE	49	0	0
ITEM 24	M. TSI Satisfied by End of Semester	49	0	0
ITEM 30	M. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0
ITEM 40-53	Reading Activity	49	0	0
ITEM 40	R. TSI Satisfied by Census Date	49	0	0
ITEM 41A	R. TSI Satisfied through Exemption	49	0	0
ITEM 41B	R. Score	49	0	0
ITEM 41C	R. Composite or Combined Score	49	0	0
ITEM 41D	R. TAKS English Lang Arts Scale Score	49	0	0
ITEM 42A	R. TSI Init Assess Test for Placement	49	0	0
ITEM 42B	R. TSI Init Assess Score	49	0	0
ITEM 43	R. Participation in Alt. DE	49	0	0
ITEM 44	R. TSI Satisfied by End of Semester	49	0	0
ITEM 50	R. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0
ITEM 60-73	Writing TSI Activity	49	0	0
ITEM 60	W. TSI Satisfied by Census Date	49	0	0
ITEM 61A	W. TSI Satisfied through Exemption	49	0	0
ITEM 61B	W. Score	49	0	0
ITEM 61C	W. Composite or Combined Score	49	0	0
ITEM 61D	W. TAKS English Lang Arts Scale Score	49	0	0
ITEM 62A	W. TSI Init Assess Test for Placement	49	0	0
ITEM 62B	W. TSI Init Assess Score	49	0	0
ITEM 62C	W. Written Essay Score	49	0	0
ITEM 63	W. Participation in Alt. DE	49	0	0
ITEM 64	W. TSI Satisfied by End of Semester	49	0	0
ITEM 70	W. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0
ITEM 80	TSI ABE Diagnostic Level Score in Math	49	0	0
ITEM 81	TSI ABE Diagnostic Level Score in Reading	49	0	0
ITEM 82	TSI ABE Diagnostic Level Score in Writing	49	0	0

00 Students reported on the CBM0E1 were not reported on the CBM002.

00 of your CBM002 records were reported with zero total SCH. This is 0.00% of all records.  
 REF1509





## Univ. Texas Success Initiative Report (CBM002)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change OF CBM002 DATA Prior Year RunDate: 05/16/2011 Time: 12:42:09  
 LONESTAR UNIVERSITY 003304 SUMMER 2011

Gender	2011/3	2010/3	% Diff
Male	21	*No Exact Historic Data Available	
Female	28	*No Exact Historic Data Available	
Total	49	*No Exact Historic Data Available	
Non Disclosure	0	*No Exact Historic Data Available	
Total	0	*No Exact Historic Data Available	
Flexible Entry Type '6'	0	*No Exact Historic Data Available	

TSI Waiver/Degree/Exemption Status	2011/3	2010/3	% Diff
No or Not Applicable	47	*No Exact Historic Data Available	
Waiver Based on Level One Cert non-deg stat	0	*No Exact Historic Data Available	
Waiver Based on Dual Credit	0	*No Exact Historic Data Available	
Waiver Based On Active Military	0	*No Exact Historic Data Available	
Exemption Based On Military Service	0	*No Exact Historic Data Available	
Exemption Based On Earned Degree	2	*No Exact Historic Data Available	
Exemption Based On Previous TASP	0	*No Exact Historic Data Available	
Total	49	*No Exact Historic Data Available	

Ethnic Origin	2011/3	2010/3	% Diff
Hispanic or Latino Origin	10	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	12	*No Exact Historic Data Available	
Not Answered	27	*No Exact Historic Data Available	
Total	49	*No Exact Historic Data Available	

Race	2011/3	2010/3	% Diff
White	24	*No Exact Historic Data Available	
Black	2	*No Exact Historic Data Available	
Asian	0	*No Exact Historic Data Available	
Native American-Native Alaskan	0	*No Exact Historic Data Available	
International	2	*No Exact Historic Data Available	
Unknown	21	*No Exact Historic Data Available	
Pacific Islander-Native Hawaiian	0	*No Exact Historic Data Available	

## Univ. Texas Success Initiative Report (CBM002)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 EDIT OF CBM002 DATA RunDate: 05/16/2011 Time: 12:42:09  
 LONESTAR UNIVERSITY 003304 SUMMER 2011

Gender			
Male	21		
Female	28		
Total	49		
Non Disclosure	0		
Total	0		
Flexible Entry Type '6'	0		
TSI Waiver/Degree/Exemption Status			
No or Not Applicable	47		
Waiver Based on Level One Cert non-deg stat	0		
Waiver Based on Dual Credit	0		
Waiver Based On Active Military	0		
Exemption Based On Military Service	0		
Exemption Based On Earned Degree	2		
Exemption Based On Previous TASP	0		
Total	49		
Ethnic Origin			
Hispanic or Latino Origin	10		
Not Hispanic or Latino Origin	12		
Not Answered	27		
Total	49		
Race			
White	24		
Black	2		
Asian	0		
Native American-Native Alaskan	0		
International	2		
Unknown	21		
Pacific Islander-Native Hawaiian	0		
TSI Satisfied	MATH	READING	WRITING
By Census Date			
Not Satisfied or Obligation Waived	9	0	2
Yes at My Institution	35	41	42
Yes at Another Institution	5	8	5
Total	49	49	49
By End of Semester			
Not Satisfied or Obligation Waived	6	0	0
Yes at My Institution This Sem	3	0	2
Satisfied by Census Date	40	49	47
Total	49	49	49
TSI Exemption/Waiver Status	MATH	READING	WRITING
Previously Reported/Not app	5	8	5
No Exemption or Waiver	15	4	6
Exemption Based On ACT	2	2	2
Exemption Based On SAT	8	8	9
Exemption Based On TAKS	19	27	27
Exemption Based On Coursework in			
Related Field	0	0	0
Waiver for Dual Credit	0	0	0
Waiver For Level-One Cert,			
Non-Degree, Military	0	0	0
Total	49	49	49

Univ. Texas Success Initiative Report (CBM002)

TSI Initial Assessment Test	MATH	READING	WRITING
Previously Reported/Not app	34	45	43
THEA/TASP	10	3	4
COMPASS	2	1	1
ASSET	0	0	0
ACCUPLACER	1	0	1
STANFORD ACHIEVE TEST	0	0	0
MAPS	0	0	0
TSI	0	0	0
Not Assessed	2	0	0
Total	49	49	49
Participation in Alt/Non-Course-Based Dev Ed Method	MATH	READING	WRITING
Did Not Participate	49	49	49
Participated, Satisfied TSI	0	0	0
Participated, Did Not Satisfy TSI	0	0	0
Total	49	49	49

\*\*\*Note: Totals are net errors.

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
EDIT OF CBM002 DATA  
LONESTAR UNIVERSITY 003304

Page 1

SUMMER 2011

RunDate: 05/16/2011 Time: 12:42:09

Line2	Math items	20-30.	Line3	Reading items	40-50.	Line4	Writing items	60-70.									
1	2	3	4	5	6	7	8	9	10	11	12A	12B	12C	12D	12E	12F	12G
Math	20	21A	21B	21C	21D	22A	22B	23	24	30							
Read	40	41A	41B	41C	41D	42A	42B	43	44	50							
Write	60	61A	61B	61C	61D	62A	62B	62C	63	64	70						

There Were No Errors Detected For : LONESTAR UNIVERSITY

Items In Error Are Indicated By (\*), Questionable By (-)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
EDIT OF CBM002 DATA  
LONESTAR UNIVERSITY 003304  
Questionables ONLY

Page 1

SUMMER 2011

RunDate: 05/16/2011 Time: 12:42:09

Line2	Math items	20-30.	Line3	Reading items	40-50.	Line4	Writing items	60-70.									
1	2	3	4	5	6	7	8	9	10	11	12A	12B	12C	12D	12E	12F	12G
Math	20	21A	21B	21C	21D	22A	22B	23	24	30							
Read	40	41A	41B	41C	41D	42A	42B	43	44	50							
Write	60	61A	61B	61C	61D	62A	62B	62C	63	64	70						

Items In Error Are Indicated By (\*), Questionable By (-)

## COURSE INVENTORY CBM003

To comply with the Section 61.052 of the Texas Education Code, the Board has created an electronic course inventory. Updates to this course inventory are submitted on the CBM003 report. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

To comply with the implementation of Core Curriculum reporting in fall 2014, the Coordinating Board makes a copy of each institution's annual course inventory for that academic year in mid-February. This copy becomes the basis of the next academic year's course inventory. During the annual update, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year. An institution's course inventory may be viewed at <http://www.txhighereddata.org/Interactive/CourseInventory.cfm>

Any time during the academic year Coordinating Board staff may review the course offerings for accurate CIP coding and to see whether the courses being offered are in approved programs. CB staff will communicate with the academic affairs office at an institution to resolve questions about the funding, coding, and approval of courses. The courses on the CB authorized course inventory are used to validate the classes offered and will be used in determining the level of hours and the funding category in the formula process. There is an item that identifies whether the course represents a multiple course record. As of fall 2011, universities are required to append the Texas Common Course Numbering System (TCCNS) subject prefix and course number for any lower-level undergraduate course that has a TCCNS match.

Institutions will be allowed to make updates (adds, deletes, and changes) to the current course inventory at any time during the academic year. Institutions will be able to add new courses but will not be able to change or delete courses in the previous academic year's inventory because those changes could invalidate previously certified data that may be the basis of funding provided to the institution.

Institutions make their annual update electronically in the format and following the procedure described on pages 0.3 and 0.4 in this manual. An electronic edit of the update (a message indicating whether the submission was successful) is automatically generated and placed in the institution's electronic mailbox on the Coordinating Board server.

## Univ. Course Inventory (CBM003)

### Criteria for Assigning Texas CIP Codes

Each course in an inventory is assigned a Texas CIP code which corresponds to the subject matter of that course. CIP codes reflect the content of the course and not the department in which the course is offered or the discipline of the students who take the course. For example, an introductory calculus class taught in the Chemical Engineering department is accurately coded 27.0101.00 (Mathematics) even if the course is taught exclusively to engineering students by an engineering professor.

Texas CIP codes are an extension of the Classification of Instructional Programs (CIP) taxonomy that is part of the National Center for Education Statistics' (NCES) Integrated Postsecondary Education Data System (IPEDS). IPEDS uses CIP to collect and report higher education data from across the country. The NCES publication *Classification of Instructional Programs* describes the taxonomy and provides definitions of the national codes (<http://www.nces.ed.gov/ipeds/cipcode/>). A listing and definitions of Texas CIP codes are available on-line at <http://www.txhighereddata.org/Interactive/CIP/>.

National CIP codes are six digits in length. Texas CIP codes have an additional two-digit extension which can further refine the subject matter in question. The 10-digit Texas CIP code consists of the 8-digit Texas CIP code plus the 2-digit default funding code assigned to that CIP code.

When an institution assigns a CIP code to a new course, it meets part of its statutory obligation to inform the Coordinating Board of the content of all courses it is offering. Institutions are expected to make their best effort at assigning a code that accurately reflects the content of the course. Coordinating Board staff periodically review the CIP codes assigned to courses. Staff may make changes to codes or ask institutions for more information about the coding of courses where a coding seems inconsistent with the Texas CIP taxonomy or where courses are being coded in a way which is inconsistent with the way similar courses are coded statewide.

Some helpful hints for coding courses:

- When more than one code could logically be used, use the code which is most specific to the subject matter. The areas most likely to contain redundant codes are Agriculture, Business, Education, and Home Economics.
- The specific activity being covered in the course is considered more specific than the place where, or group to which, the activity will be done. Education, in particular, divides subject matter by level of the recipient of the education (e.g., Secondary Education) and then by specific subject (e.g., Science Education). A course in Teaching History in the Elementary School would be coded History Education and not Elementary Education.
- Courses in Special Education and in Early Childhood Education should be coded with those codes and not by specific subjects.

## Univ. Course Inventory (CBM003)

- The CIP code options may be in very different sections of the taxonomy. For instance, a course in Restaurant Management and Food Service may more appropriately be coded 12.0504.00 16 Restaurant, Culinary, and Catering Management/Manager or 19.0505.00 07 Foodservice Systems Administration/Management, depending on what is actually taught in the course.
- The history, philosophy, or sociology of a discipline is coded with the discipline and not with History, Philosophy, or Sociology.
- Courses for interdisciplinary programs which are not themselves interdisciplinary are coded in the specific discipline. For instance, a course in Native American Social Systems would be coded as Sociology and not American Indian Studies, since it is only about the sociology of Native Americans.
- In Technology and similar codes, the actual function listed in the definition should be considered and not the parts that speak of the occupation of the graduate.
- Use only the default formula funding code that is listed in the Texas CIP codes taxonomy for the particular CIP code you are using. Using a code other than the default will result in an error. Changes to the default code must be requested specifically from the Coordinating Board staff.

Some confusion over coding comes from the fact that the taxonomy is used to identify the subject matter of degree and certificate programs as well as the subject matter of individual courses. This confusion leads to using factors other than the subject matter of the course to determine the code. Some of these factors are:

- the program to which the course will be applied
- the department offering the course
- the discipline of the professor offering the course
- the major of the student taking the course
- the role and scope of the institution

In a few instances, the formula funding code assigned to the Texas CIP code may be inappropriate for the course. In such a case, the course should continue to be assigned the most appropriate CIP code. The issue of funding then may be raised with the Educational Data Center, which has responsibility for the funding codes.

### Questions about the Classification or Funding of Courses

Most questions about the coding of a particular course should be directed to the Educational Data Center. This would include questions about the accuracy of coding, about details of course information in the Coordinating Board database, and about cases where a course is appropriately classified by content, but because of where the course is housed or what program it is a part of, an institution strongly believes that the funding is inappropriate.

Reviews of the appropriateness of individual course funding codes are only done in the context of reviewing all the courses offered by a particular department or college. They can

## Univ. Course Inventory (CBM003)

generally not be done during periods when staff are certifying data or reporting to the legislature. The institution must provide syllabi for all courses being reviewed, and any needed additional information about the work done in the courses, about the staffing of the courses, or about the students who take the courses—information that may be needed to clarify the disciplinary content of the course and how it relates to the curriculum. Courses are funded primarily on the basis of their content; the administrative unit offering the course is a secondary factor.

Inquiries about field-based courses and requests for the higher student teaching funding rate for field-based teacher education courses should be directed to Dr. James Goeman ([James.Goeman@highered.texas.gov](mailto:James.Goeman@highered.texas.gov)). Questions about the funding of whole disciplinary areas should be directed to the Coordinating Board's Finance Division and/or our Formula Advisory Committee.

## Multiple-Course Listings Report

Multiple-course listings (i.e., special topics and other courses whose content can change from offering to offering) do not provide accurate information about the teaching activities at institutions which are needed by the Coordinating Board staff to meet its responsibilities. By their nature, these listings provide a format for offering a variety of courses often with differing subject matter, and often representing different discipline categories.

A column on the course inventory identifies these listings.

A report of the individual subjects taught under this type of listing must be kept by the institution by semester and available to be sent to the Coordinating Board upon request.

The file should be arrayed in the following order:

<u>Beginning</u>		
<u>Position</u>	<u>Length</u>	
1	6	Institution Code (FICE code)
7	4	Semester (e.g., SP10 = Spring 2010, SU10 = Summer 2010, FL10 = Fall 2010)
11	7	Subject Prefix (left justify)
18	7	Course Number (left justify)
25	30	Short Course Title

Any individual subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.

## Developmental Education and Non-collegiate Courses

Coordinating Board rules define developmental education and non-collegiate courses as non-degree credit courses which may not be counted toward a degree or certificate. Non-collegiate courses are designed to give useful skills or help (such as study skills courses or vitae preparation) which do not contribute directly to a degree. Non-collegiate courses may be



### Univ. Course Inventory (CBM003)

included in an institution's course inventory, but no credit hours generated in such courses will be eligible for state funding through the formula system.

Developmental education courses and interventions are listed in institutions' course inventories and must have CIP codes which begin with 32. They are defined as courses, laboratories, or other interventions designed to bring students' skill levels in reading, writing, and mathematics to entering college level. English as a Second Language courses at universities are not fundable.

### Untaught Courses

The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for four consecutive years will be automatically deleted from the course inventory. The Coordinating Board will furnish annual records of untaught courses deleted to help each institution keep its course inventory up-to-date.

### Courses Which Mismatch on the CBM004

Mismatches between the CBM004 (Class Report) and the CBM003 (Course Inventory) may be addressed during the supplemental update period, following the procedures described earlier in this manual for supplemental updates. A limited number of courses may be added to the inventory during this period, but changes which would affect previously certified data may not be made to existing course records.

### Texas Common Course Numbering System (TCCNS) Subject Prefix and Course Number for Appropriate Courses

Coordinating Board Rule 4.35 requires that:

"Each institution shall include the applicable course numbers from the TCCNS in its printed and electronic catalogs, course listings, ... Institutions that do not use the TCCNS taxonomy as their sole means of course numbering shall publish the following information:

- (1) The TCCNS prefix and number must be displayed immediately adjacent to the institutional course prefix and number (e.g. ENG 101 (ENGL 1301) at the beginning of each course description...."

For each course that an institution lists in catalogs and other documents as having a TCCNS match, the TCCNS subject prefix and course number are now required to be included in the course inventory.

Univ. Course Inventory (CBM003)

INSTRUCTIONS FOR COURSE INVENTORY

- Item #1 Record Code. Always enter '3'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.
- Item #4 Course Number. Enter the course identification number. Left justify, space fill.
- Item #5 Semester Credit Hour (SCH) Value. Enter the maximum number of semester credit hours which may be awarded for each course in a given semester (e.g., if ART 1234 may be taken for 3, 6, or 9 SCH, enter '0900'). The last two digits will always be '00'.
- Item #6 Level of Course. Enter the code shown below for the level at which each course is requested. Do not code courses as level 6 that are not the same subject matter as an authorized doctoral program at your institution.
- |   |           |   |  |
|---|-----------|---|--|
| 1 | Freshman  | 5 | Master's   |
| 2 | Sophomore | 6 | Doctor's Level-Research/Scholarship  |
| 3 | Junior    | 7 | Doctor's Level-Professional Practice (Law, Optometry, Veterinary Medicine, others) |
| 4 | Senior    |   |  |
- Item #7 Texas CIP Code Enter the eight-digit code from the Texas CIP code taxonomy which most accurately describes the subject matter of each course and the two-digit formula funding code. See <http://www.txhighereddata.org/Interactive/CIP/>
- Item #8 Unused.
- Item #9 Multiple-Course Listing. Enter '1' if the course listing is a multiple-course listing; enter zero for all others.
- Item #10 Short Course Title. Enter the title of each course, adjusting to include **not more than** a total of 30 characters (letters, symbols, spaces, and punctuation). If the Short Course Title in your institution's internal course inventory is limited to fewer than 30 spaces, enter the title exactly as shown on your institution's inventory.
- Item #11 Laboratory Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. Fill unused spaces with zeros.
- Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*
- Item #12 Lecture Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a lecture associated with

## Univ. Course Inventory (CBM003)

each course (e.g., class, conference, seminar, individual instruction, or independent student). Fill unused spaces with zeros.

**Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*

Item #13 Administrative Unit Code. Enter the appropriate code designating the academic unit (college, school, division, or department) under which each course is administered. If a course is administered by two academic units, use the code for the administrative unit over those two academic units (such as two departments under a college). If the administrative units report to separate academic units, use the next higher academic unit. If there is none, use 1655, Interdisciplinary, as the administrative unit number.

The administrative unit numbers on an institution's program inventory are the ones that should be used on the course inventory. Administrative unit numbers for existing courses should be revised when department or applicable administrative unit names change. Changes in administrative unit names (with very few exceptions) result in administrative unit number changes. At the time of the annual update, the validity of all administrative units shown in the existing course inventory should be verified and corrected if necessary.

Item #14 Academic Year. Enter the appropriate academic year.

Example: For 2010-2011 academic year, enter '2010'.

Item #15 Update Code.

- A new course or new listing of an old course (new subject prefix or course number, reinstated course, or cross-listing)
- C change in other than subject prefix or course number
- D course deleted from the inventory

**Note:** Update code 'B' is no longer used but may still appear on the inventory.

For courses with Texas Common Course Numbering System (TCCNS) equivalents, complete Items #16 and #17. If the course does not have a TCCNS match, leave blank.

Item #16 TCCNS Subject Prefix. Enter the TCCNS subject abbreviation of the course. Left justify, space fill.

Item #17 TCCNS Course Number. Enter the TCCNS course identification number. Left justify, space fill.

Univ. Course Inventory (CBM003)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '3'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	SCH Value – Numeric, implied decimal (2-digits)	22	4
Item #6	Level of Course – Numeric	26	1
Item #7	Texas CIP Code	27	10
Item #8	Unused	37	1
Item #9	Multiple-Course Listing – Numeric	38	1
Item #10	Short Course Title – Alpha	39	30
Item #11	Lab Contact Hours – Numeric, implied decimal	69	3
Item #12	Lecture Contact Hours – Numeric, implied decimal	72	3
Item #13	Administrative Unit – Numeric	75	4
Item #14	Year – Numeric	79	4
Item #15	Update Code – Alpha	83	1
Item #16	TCCNS Subject Prefix – Alpha	84	4
Item #17	TCCNS Course Number – Alpha	88	4

Univ. Course Inventory (CBM003)

Edit00v00                    TEXAS HIGHER EDUCATION COORDINATING BOARD                    Page 1  
 SR-CBM003 EDIT SUMMARY FROM                    RunDate: 07/19/2010 Time: 10:35:12  
 LONE STAR UNIVERSITY                    003304                    FALL                    2010

	NORMAL	QUESTIONABLE	ERROR
	RANGE	VALUES	VALUES
ITEM 1 RecordCode	6	0	0
ITEM 2 Inst. Code	6	0	0
ITEM 3 Subject Prefix	6	0	0
ITEM 4 Subject Number	6	0	0
ITEM 6 SCH (Semester Credit Hours)	6	0	0
ITEM 7 Course Level	6	0	0
ITEM 8 Major/Cip Code	6	0	0
ITEM 9 Multiple Course	6	0	0
ITEM 10 Course Description	6	0	0
ITEM 11 Lab Hours	4	2	0
ITEM 12 Lecture Hours	4	2	0
ITEM 13 Department Code	6	0	0
ITEM 14 Report Year	6	0	0
ITEM 16 TCCNS Subject Prefix	6	0	0
ITEM 17 TCCNS Course Number	6	0	0

TOTAL Report Records	6		
CONTROL TOTAL	6	DISCREPANCY	0
Total Recs on Db	6		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	2		
Total Non Error Records on Db	6		
Total Rejected Records	0		
ADDS Type A	6		
ADDS Type B	0		
CHANGES	0		
DELETES	0		

Univ. Course Inventory (CBM003)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM003 Data From  
 LONE STAR UNIVERSITY 003304

Page 1

FALL 2010

RunDate: 07/19/2010 Time: 10:35:12

Fice Code	Subject Prefix	Course Number	SCH Value	Level	Sub-Matr-Cont Tex-Cip Code	Mult Crs	Short Course Title	Lab Hours	Lect Hours	Admin Unit	Fiscal Year	TCCNS Prefix	TCCNS Number		
003304	ENG	1301	03.00	1	23.1301.00 01	0	ENGLISH COMPOSITION	00.0	03.0	0990	2010	ENGL	1301	A	Add App
003304	AT	4442	04.00	4	51.0913.00 02	0	THERAPEUTIC EXERCISE	03.0	03.0	1677	2010			A	Add App
003304	BIO	5421	04.00	5	26.0401.00 02	0	DEVELOPMENTAL BIOLOGY	03.0	03.0	0440	2010			A	Add App
003304	CI	5660	06.00	5	13.0301.00 04	0	CLINICAL TEACHING	00.0	00.0	0750	2010			A Q	Add App
Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615															
003304	ED	6349	03.00	5	42.0601.00 01	0	PRC IN COUNSELING	00.0	00.0	0750	2010			A Q	Add App
Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615															
003304	ISTD	6381	03.00	5	30.2001.00 01	1	SP TOPS INTERNATIONAL STUDIES	00.0	03.0	1790	2010			A	Add App
003304	SOC	4161	01.00	4	45.1101.00 01	0	INTEGRATIVE SEMINAR IN SOCIOLO	00.0	01.0	2411	2010			A	Add App

Total Rejected Records 0  
 Total Records on DataBase 6  
 Total Non Error Records 6  
 Total Error Records 0  
 Total Questionable Records 2  
 Total Rejected Records 0

Items In Error Are Indicated By (\*), Questionable By (-)

Univ. Course Inventory (CBM003)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

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FALL 2010

Edit Of SR-CBM003 Data From

LONE STAR UNIVERSITY 003304

RunDate: 07/19/2010 Time: 10:35:12

Questionables ONLY

Fice	Subject	Course	SCH	Sub-Matr-Cont	Mult	Lab	Lect	Admin	Fiscal	TCCNS	TCCNS					
Code	Prefix	Number	Value	Level	Tex-Cip	Code	Crs	Short	Course	Title	Hours	Hours	Unit	Year	Prefix	Number

Items In Error Are Indicated By (\*), Questionable By (-)

CLASS REPORT  
CBM004

The Class Report (CBM004) reflects conditions as of the official census date, which is the 12th class day for the fall and spring semesters (16 week session) and the 4th class day for each of the summer terms (6 week sessions), and only includes classes in Coordinating Board-approved courses for resident credit, whether the class is on-campus or off-campus. Students who withdraw from classes on or before the official census date and students who audit classes should not be included in this report. To be counted for state aid, a student must be registered as of the official census date, and the institution must collect tuition and fees in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date, which includes receipt of a first installment payment prior to their first date of attendance.

Classes Organized After the Official Census Date (Flexible Entry)

A class is “organized” when students have registered and paid fees or established an accounts receivable. A class organized after the official census date is a flexible entry class and will be included in the data submitted in the semester following; i.e., (a) report classes organized after the 12th class day of the fall semester in the following spring semester 12th class day report; (b) report classes organized after the 12th class day of the spring semester in the first summer session following, etc.

Identify flexible entry classes by filling the last two places of Item #5, Section Number, with ‘FE’ (Flexible Entry). Complete all other data as if the class had been a part of the semester in which it is reported, except tuition and fees, which will be the same as the rates for the semester in which the class begins.

Classes which are organized with the regular semester classes, but whose first class day is after the term census date, are not considered flexible entry classes.

Census Dates for Other Term Lengths

<u>Fall and Spring Semesters</u>		<u>Summer Semester</u>	
<u>Length of Term (Weeks)</u>	<u>Census Date</u>	<u>Length of Term (Weeks)</u>	<u>Census Date</u>
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th Class Day
12	9th Class Day		
13 – 14	10th Class Day		
15	11th Class Day		
16	12th Class Day		



## Univ. Class Report (CBM004)

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census date must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

### Multiple Entries

For any class where more than one faculty member is responsible for teaching the section, or where variable credit is offered within the same section, enter separate records for each faculty member or variable credit.

Whenever multiple entries for a single section are made, do not repeat the semester credit hour value, Item #7, unless the section offers variable credit; and ensure that the responsibility factors for faculty members total 100 percent, regardless of the number of faculty members.

If a class is taught on-campus and is concurrently transmitted by two-way interactive video to another site, submit a separate record for each site receiving the transmission. Enter the number of students enrolled at each site on separate records. Also, report the mode of instruction (Item #20) as a '1' for the face-to-face record, and a '4' for each receiving site's record. Alternatively, report each site as a separate section and designate all class sections with the same composite code (Item #9).

### Summer Session

Combine all summer sessions into one report. Assign separate section numbers to classes that are offered in more than one summer session to avoid duplicate records.

### Unfunded Developmental Education SCH

SCH for all developmental education courses and interventions should be reported, even if not charging tuition and not requesting state funding. These courses should not be reported as a 0 SCH, and instead should have an SCH value > 0 in the fields on this report associated with funded/not-funded SCH.

### Inter-institutional Courses

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium affect the definition. Consortium classes, such as those of the North Texas Federation enrollments, and some instructional telecommunication classes are considered inter-institutional classes.

There are two alternatives for reporting the students and courses where there is an inter-institutional agreement:

Alternative 1: The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for semester credit hour funding.

- a. In this situation the receiving institution does not report a class record (CBM004). However, the receiving institution reports its students on the student report (CBM001) and it reports the semester credit hours in the appropriate Item #15 or #23, and in Item #10A on the CBM001

## Univ. Class Report (CBM004)

- b. The providing institution reports at least two class records on the CBM004, one with its own students and one per FICE code of each inter-institutional partner. For each inter-institutional partner, code Item #21 on the CBM004 as '1' to exclude the SCH of those records from the CBM001 and CBM004 comparison. All other items should be coded according to customary definitions.

Alternative 2: Each participating institution reports its own enrollments in the class for semester credit hour funding on the CBM004. EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS. Institutions should make arrangements among themselves regarding compensation of the institution providing the instruction. This reporting procedure applies to all distance education and off-campus courses: those done through telecourses or interactive video as well as those taught face-to-face at off-campus locations. The following conditions must be met:

- a. the institutions involved are all public institutions of higher education in Texas;
- b. the institutions involved have a written agreement clearly specifying how students will be reported for formula funding;
- c. institutions participating in an agreement of this type have auditable procedures in place to ensure that the same hours are not reported more than once for funding;
- d. the courses involved are approved for the course inventories of both the providing and the receiving institutions;
- e. on the class report(s) for the receiving institution(s), code Item #21 as '0' to indicate that the class is inter-institutional; Item #11, Instructor Code, as SSN or last name of the faculty of record; and in Item #8A, "Other Higher Education Site", enter the FICE of the providing institution to identify the faculty of record; and
- f. each institution reports only its own students on the CBM001.

## Distance Education and Off-Campus Instruction

Chapter 4, Subchapter P of the CB Rules and Regulations, provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs.

*In response to the COVID-19 pandemic, TAC Rule § 4.264(c) regarding the restriction of submission of distance education courses for formula funding, taken by non-resident students who are located out of state, was temporarily modified on August 31, 2020. Please see the [8/31/2020 Memorandum](#) for additional details about how to report these students.*

CB Rule 5, Subchapter D, describes operations of off-campus educational units. Courses offered at a teaching center MUST be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

MITC or University System Center:

000844 Alamo University Center (MITC)

000842 Collin Higher Education Center (MITC)

000811 East Williamson County Multi-Institution Teaching Center (MITC)

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000820 Lone Star College – University Center  
000802 Round Rock Higher Education Center (MITC)  
000840 The University of Texas at Arlington Fort Worth Center  
000818 Universities Center at Dallas (MITC)  
000800 University of Houston System at Sugar Land  
000826 University of Houston System Center at Cinco Ranch

### Other specific sites:

000804 Prairie View A&M University College of Nursing, Houston Center  
000806 Sul Ross State University - Rio Grande Campus at Del Rio  
000808 Sul Ross State University - Rio Grande Campus at Eagle Pass  
000812 Texas A&M University-Commerce Metroplex Center, Mesquite  
000830 Texas Tech University Abilene Engineering Center  
000838 Texas Tech University Center at Junction  
000833 Texas Tech University Higher Education Teaching Site at El Paso  
000834 Texas Tech University Higher Education Teaching Site at  
Fredericksburg  
000836 Texas Tech University Higher Education Teaching Site at Highland  
Lakes  
000816 Texas Woman's University, College of Nursing, Dallas Educational  
Activities  
000814 Texas Woman's University, College of Nursing, Houston Center  
000822 The University of Texas at San Antonio, Downtown

## **Pharmacy Funding Policy (Revised November 1, 2015)**

1. Report all Pharm-D program enrollments on the Student Report (CBM001) with a classification of "8 - Doctor's level-professional practice" and a major area of concentration of "51200100".
  - a. Students may enter the Pharm-D program only after completing 60 hours of pre-pharmacy course-work (achieving junior-level classification).
  - b. Upon acceptance to the Pharm-D program, these junior-level students should be classified as "Doctor's level-professional practice."
  - c. Note: It is an auditable error to classify any non-Pharm-D student or any pharmacy student who has not met the 60-hour pre-pharmacy requirement as a "Doctor's level-professional practice" student.
2. Report all Pharm-D program courses on the Course Inventory (CBM003) with a CIP code of "51200100" and a level of course code of "7 - Doctor's level-professional practice".
  - a. Hours for courses reported with CIP code 51200100 are weighted in the operations support formula funding allocation as pharmacy.
  - b. Note: Reporting non-Pharm-D courses as Doctor's level-professional practice is an auditable error.
3. The semester credit hours for all pharmacy program courses (CIP subgroup 51.20 and fund code 15), including Pharm-D hours, are weighted in the operations support formula using the common enrollment adjustment methodology, which is the lower of the student's classification or the level of the course. This coding ensures the hours of all Pharm-D students enrolled in Pharm-D courses are included in the formula at the pharmacy professional practice weight.

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Report a student's classification and a course's level of instruction using the following chart:

<b>Program Level</b>	<b>Student Report (CBM001) Item 5 – Classification</b>	<b>Course Inventory (CBM003) Item 6 – Level of Course</b>
Undergraduate	1 – Freshman 2 – Sophomore 3 – Junior 4 – Senior	1 – Freshman 2 – Sophomore 3 – Junior 4 – Senior
Master's	6 – Master's level	5 – Master's level
Doctoral	7 – Doctor's level-research scholarship	6 – Doctor's level-research scholarship
Professional-Practice (Pharm-D)	8 – Doctor's level-professional practice	7 – Doctor's level-professional practice

The General Academic Institution Formula Advisory Committee updated this pharmacy funding policy at its October 7, 2015, meeting. The update discontinued the funding of undergraduate pharmacy courses with science weights and the use of professional-practice pharmacy weights for all Pharm-D courses. The update did not change the reporting of pharmacy majors on the Student Report (CBM001), pharmacy courses in the Course Inventory (CBM003), or pharmacy courses on the Class Report (CBM004).

Texas National Student Exchange Program (TNSEP) (CB rule 21 Subchapter EE)

This exchange program is designed to enable and encourage Texas undergraduate students to enroll in institutions of higher education in other states, and at the same time encourage residents of those states to enroll in Texas institutions. Participants in the exchange program “are eligible to pay their normal tuition and fee charges at their home campus or resident tuition and fees at their host campus, depending upon procedures agreed upon by the two National Student Exchange participating institutions.” The rules further state that “Course work at the host campus will be recorded on official transcripts of the host campus.”

The student's home campus is the campus from which participation in the exchange program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report TNSEP exchange students from out-of-state institutions who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at out-of-state campuses, no matter what arrangements are made regarding tuition and fees.

Reciprocal Educational Exchange Program (REEP) (CB rule 21 Subchapter AA)

The purpose of the reciprocal educational exchange program is to encourage students of participating institutions to better understand the culture, language, needs, and expectations of other nations.

The student's home campus is the campus from which participation in the exchange program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report REEP exchange students from the other nations who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at other nation campuses, no matter what arrangements are made regarding tuition and fees.

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### Undergraduate Semester Credit Hour in Excess of State Limit and Formula Funding Exceptions for Repeated Courses

Rules for “Formula Funding and Tuition Charges for Repeated and Excess Hours of Undergraduate Students” can be found under Title 19, Part 1 of the Texas Administrative Code in Chapter 13, Subchapter F, Rules 13.100-13.109 available at <http://www.theccb.state.tx.us/Rules/>.

### Funding for Physical Education Courses

A rider in HB1 (78th Legislature) states that no funds appropriated under this act shall be used for semester credit hours for students who are registered solely for physical education, weight lifting, group exercises, aerobics, or related courses; have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study.

### Reporting Non-semester-length Developmental Education Interventions

Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)]. Interventions of four or more contact hours may be reported for formula funding. Semester credit hours (SCH) should be included in the appropriate SCH fields and reported with two decimal places (consistent with the CBM00S).. Students enrolled interventions that begin after the census date should be reported as flexible entry.

To determine appropriate SCH for reporting, divide the student contact hours by 16 or round the hours to the nearest quarter SCH. Institutions may choose only one of these two methods. Examples are provided below:

- A 5 contact hour intervention: 0031 (5/16) or 0025 (rounded to nearest ¼ SCH)
- An 8 hour SCH intervention: 0050 (8/16) or 0050 (no need to round)
- A 19 contact hour intervention: 0019 (19/16) or 0125 (rounded to nearest ¼ SCH)

### Dual Credit Courses Allowed and Not Allowed for State Funding

As of fall 2019, changes to TEC, Section 61.059 add additional dual credit courses to the list that are allowable for funding. Institutions of higher education may not include dual credit courses for formula funding unless they meet requirements outlined in the Texas Education Code Section 61.059 (p) and (q). The following courses, when taken for dual credit, may be reported for funding under the statute:

- 1) Any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
- 2) A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
- 3) Career and technical education courses **that apply to any certificate or associate's degree** offered by the institution providing credit.
- 4) Foreign language courses; and
- 5) All courses taken by students who are enrolled in approved Early College High Schools.

Students enrolled in dual credit courses that are not reportable for state funding must be reported in item #16.

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INSTRUCTIONS FOR CLASS REPORT

Item #1 Record Code. Always enter '4'.

Item #2 Institution Code. Enter the FICE Code of the institution.

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the Course Inventory, CBM003.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class. Identify flexible entry classes by filling the last two places of the section number with 'FE.'

**NOTE:** Assign a section number to every class.

Item #6 Type of Instruction (see notes). Enter the code of the primary type of instruction used in this section.

1	Lecture	7	(Replaced by Item #20)
2	Laboratory	8	Thesis
3	Practicum	9	Dissertation
4	Seminar	0	Individualized
5	Independent Study	C	Clinical
6	Private Lesson	Q	Competency-Based

**NOTE:** Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction. Report their mode of instruction in Item #20. For example, code a two-way interactive video class that is a lecture a '1', not a '7', in Item #6, and code Item #20 a '4'. Report each instruction type in a separate class record.

Lecture and laboratory can be combined and reported in the same record.

Organized Classes include the types of instruction with codes '1', '2', and '4'.

Individual Instruction Classes include the types of instruction '3', '5', '6', '8', '9', and '0'. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction.

Practicum (3) refers to student teaching, internships, work-study, cooperative education, and similar activities. Individualized (0) includes asynchronous internet, videotape, audio-tutorial, and similar types of individualized instruction. Clinical (C)

is for a class that is part of a clinical program.

**Competency-Based (Q) is a class that allows students to progress towards completion, often at their own pace, as they demonstrate mastery of a defined set of**

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knowledge and skills. The class must have a semester credit hour value and the students that are reported as enrolled in this class must have begun engaging with the course materials. Competency-based education courses may only be reported for funding if they are linked to coursework in the University Course Inventory.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section. Use leading zeros and two decimal places.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular) – Other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education – Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific sites identified in the Distance Education and Off-Campus Instruction section in the introduction of the CBM004)
- 7 Military Bases – Courses taught on a military base
- 8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school (Report dual credit courses taken on a high school campus with an ‘H’.)
- 9 Individual Instructional – Courses delivered through Instructional Telecommunications to individuals via the internet, videotape, or live broadcast delivery systems or students in “individual instruction classes” which are located off-campus
- B Business, Government, or Other Work Location – Courses taught at such entities
- H High School for Dual Credit – Courses taken for dual credit located on a high school campus

**NOTE:** Item #8A, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #8 is coded a ‘6’. See examples on how to report on page 4.14.

Item #8A Other Higher Education Site. Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other specific site where the course is taught if Item #8 is coded a ‘6’. If this record is to identify students taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #8 is not coded ‘6’, leave this item blank.

Item #8B Unused

Item #9 Composite Classes. Enter a unique two-digit, alphabetic code to identify each cross-listed class. Use composite classes or multiple class records for reporting all sections where teaching responsibility is distributed among two or more persons.

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This item applies to both on-campus and off-campus classes.

Item #9A Unused

Item #9B Tenure. Use the institution's criteria or requirements to determine tenure status for the faculty, including teaching assistants, involved in the actual instruction, including teaching assistants, of each section. Report non-tenured faculty members as a code '3', '4', or '5' if they have the appropriate credentials or experience. Do not use code '3', '4', or '5' for any part-time instructor who is also enrolled at the institution as a student, such as a teaching assistant or an assistant instructor.

- 0 Non-tenured, if not identified in codes '3', '4', or '5'
- 1 Tenured
- 2 Tenure-track
- 3 Non-tenured – “Terminal degree in discipline” for course being taught: all instructors with a doctoral or other terminal degree in the discipline, including adjunct professors, visiting professors, lecturers, senior lecturers, and clinical professors.
- 4 Non-tenured – “Appropriate professional certification” for course being taught: part-time faculty with a doctoral or other terminal degree and combined full-time employment comparable to that of other scholars in the field. Include individuals who hold research or clinical appointments in other organizations and faculty who teach for another institution, especially a faculty member who teaches a cooperative or partnership program. Institutions would certify combined employment status and identify other employers.)
- 5 Non-tenured – “Extensive and recognized accomplishments in field” for course being taught: include instructors with five or more years of continuous full-time appointments or experience in teaching positions and a master's degree in the field (e.g., career teachers holding positions such as lecturer, senior lecturer, or instructional specialist) and part-time appointees with or without a doctoral degree but with otherwise demonstrable capability to teach the courses for which they are assigned. (Examples are artists teaching art, CPAs teaching accounting, lawyers teaching business law, senior public officials teaching public affairs or appropriate government courses, practicing professional engineers teaching engineering courses, corporate CEOs teaching business courses, nurses teaching clinical practices, and other licensed professionals teaching classes in their fields.)

Item #10 Off-Campus Location/Electronic Telecommunication Site. Enter the ZIP code, state, or foreign country code applicable to Item #8, except for classes where Item #8 is coded '6' or '9'. See Appendix B for a list of state and foreign country codes. Right-justify state and foreign country codes with two leading zeros.

Location

Code      Zip Code/State Code/Country Code

- 1      ZIP code of city or town
- 3      State code
- 4      Foreign country code



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5	ZIP code of correctional institution
6	Leave blank
7	ZIP code of military base
8	ZIP code of primary or secondary school
9	Leave blank
B	ZIP code of the business, government, or other work entity
H	ZIP code of the high school campus

Item #11 Instructor Code. Enter the social security number of all faculty members (the faculty of record) who are directly involved in the delivery of instruction and evaluation of student progress. Use the composite class code with this item or multiple records for the section of the class to report the relative responsibilities of all faculty, including teaching assistants, who have a significant role in the teaching of the course. Teaching assistants whose work is limited to grading should not be reported. Supervisory faculty members may not be reported as faculty of record for courses taught by teaching assistants they supervise. The instructor code is an integral part of the teaching supplement calculation.

**NOTE:** Military Science. Report all military science instructors regardless of the source of funds from which they are being paid.

Item #12 Responsibility Factor (Percent). Enter the responsibility factor (percent) of the faculty member involved in this section. Ensure that all faculty involved in actual instruction, including teaching assistants, are reported. The responsibility factor equals the proportion of credit hour time the faculty member has with students over the course of the semester in regularly scheduled meetings. The three examples below should clarify this assignment.

Example 1: In a 3 semester credit hour (SCH) engineering class that meets for two hours of lecture (2 SCH) and two hours of lab (1 SCH) per week, a tenure-track faculty member delivers the lecture and a teaching assistant conducts the lab. The responsibility would be reported as follows:

tenure-track faculty member - 67%  
graduate teaching assistant - 33%

Example 2: In a 3 SCH history class that meets for one hour of lecture and two hours of smaller seminars per week, a tenure-track faculty member delivers the lecture and teaching assistants meet with students in the smaller seminars. Each section conducted by a teaching assistant would be reported separately and the responsibility factor would be allocated as follows:

tenure-track faculty member - 33%  
teaching assistant - 66%

Example 3: Ten sections of the introductory public speaking course (3 SCH) follow a common syllabus and are supervised by a tenure-track faculty member, but the teaching assistants meet with students and conduct all three hours per week. Report each section separately with the teaching assistant as faculty of record and 100% responsible for the course.

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Item #13 Enrollment. Report the enrollment in this section by the classifications listed below (Items #13A-#13E), except for undergraduate students that are affected by the undergraduate funding limit; report them in Items #18 and #19. Do not include students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding, who are otherwise enrolled in courses that are not eligible for state funding, or who have exceeded the state funding limit of undergraduate or developmental semester credit hours, but include them in the appropriate Item #16 or Item #17.

13A Lower Division

13D Doctor's Level-Research/Scholarship

13B Upper Division

13E Doctor's Level-Professional Practice

13C Master's Level

(Law, PharmD, OD, DVM, others)

13A Lower Division – Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Include dual credit enrollment in courses eligible for funding, since it is not affected by the funding limit. Exclude students who are solely registered for physical education or related courses and not allowed for state funding or who are otherwise enrolled in courses that are not eligible for state funding, but include them in Item #16. If this is a developmental education course or intervention, exclude students whose developmental semester credit hours exceed the state funding limit, but include them in Item #17. Enter the number of freshman and sophomore students who ARE affected by the undergraduate limit in Item

#18.

13B Upper Division – Enter the number of junior and senior students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit or students who are solely registered for physical education or related courses or who are otherwise enrolled in courses that are not eligible for state funding and not allowed for state funding, but include them in Item #16. Enter the number of junior and senior students who are affected by the undergraduate limit in Item #19.

13C Master's Level – Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category.

13D Doctor's Level-Research/Scholarship – Enter the number of research/scholarship doctoral students enrolled in this section. See discussion in "Summary of Semester Credit Hours Generated" on page 4.20.

13E Doctor's Level-Professional Practice – Enter the number of doctor's level-professional practice students (those who have been officially admitted to professional practice programs) enrolled in this section. Include all students in PharmD programs.

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Item #14 Semester. Enter the semester in which the course is reported.

1 = Fall    2 = Spring    3 = Summer

Item #15 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #16 Enrollment of Students Who Exceed State Funding Limits and Other Non-fundable Enrollments. Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 30 SCH for students entering in fall 2006 and later; or degree program plus 45 SCH for students entering in fall 1999 through summer 2006). Include the number of undergraduate students who have attempted the same course three or more times and are not eligible to be claimed for state funding. Include the number of students enrolled in dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #13B or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the introduction.

Item #17 Enrollment of Students Whose Developmental SCH is NOT State-Funded. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (9 SCH, or up to 18 if the additional SCH are solely DE ESOL SCH). Do not include these students in Item #13A or #18. An example of how to report a class where the SCH of the developmental course cause the student to exceed the developmental limit is provided on page 4.15.

**NOTE:** Developmental Education, for the purposes of this subchapter, is defined as courses, tutorials, laboratories, approved non-semester-length interventions, or other efforts to bring student skill levels in reading, writing, and mathematics to entering college level.

In determining the number of development SCH a student has accumulated, include all development SCH funded at your institution during or after the summer of 1996.

The maximum of 9 SCH is only flexible to 18 if the additional SCH are solely comprised of DE ESOL SCH.

Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude freshman and sophomore students who are NOT affected by the undergraduate limit; enter their enrollment in Item #13A. Since dual credit enrollment is not affected by the undergraduate limit, include it in Item #13A or #16.

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Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit but include them in Item #16.

Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13B.

Item #20 Instruction Mode. Enter the primary mode of instruction where more than 50 percent of the instruction is delivered via a single mode.

- 1 Face-to-Face – The instructor and the students are in the same physical location at the same time
- 2 Fully Distance Education Course
- 3 Video Tape/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (use only if no other single mode accounts for 50 percent of the instruction or if the electronic instruction mode is not listed above)
- 6 Hybrid/Blended Course

**NOTE:** Instruction mode “2” Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode “6” Hybrid/Blended Course -- A course in which more than 50 percent, but less than 85 percent, of the planned instruction occurs when the students and instructor(s) are not in the same place.

Item #21 Inter-institutional Identifier. Enter a ‘1’ if the students reported are actually enrolled at another institution. For all the students enrolled at your institution enter a ‘0’.

Item #22 Teaching Load Credit. Enter the teaching load credits (TLC) of each faculty for each class section based on the institution’s internal workload policies. Report them to the nearest tenth. Example: 3 TLC will be coded 030; 2.5 TLC as 025.

Univ. Class Report (CBM004)

**Examples: CBM004 Distance Education Classes**

1. POLS 1303 is a lecture class, taught face-to-face on the main campus of an institution. It is sent via two-way interactive video to two locations (one a MITC and one a business site), and is made available over the Internet. If the class is reported in separate sections (as shown below), then a composite code (Item #9) can be used to indicate that the sections meet at the same time. A second way to report the various places is as multiple records of the same section (not shown). Items not referenced are intentionally omitted.

	<u>Section 1 on-campus</u>	<u>Section 2 at MITC</u>	<u>Section 3 at business</u>	<u>Section 4 Internet</u>
Item #6	1 (lecture)	1	1	1 or 0
Item #8	0	6	B	9
Item #8A	Blank	FICE Code	Blank	Blank
Item #9	FF	FF	FF	FF
Item #10	Blank	Blank	ZIP Code	Blank
Item #20	1	4	4	2
Item #21	0	0	0	0

2. TWU offers a seminar class on-campus and via two-way interactive video to UNT and UTA through an inter-institutional agreement. There are four master's students at the home institution and five at each of the other two institutions. There are two alternatives that can be used to report this class. Students may not be double reported for funding. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time (Alternative #1 below). An alternate way to report the various locations is as multiple records of the same section (Alternative #2 below). Items not referenced are intentionally omitted.

**Alternative #1: TWU reports all 14 students**

	<u>Section at TWU on-campus</u>	<u>Section at UNT</u>	<u>Section at UTA</u>
Item #6	4 (seminar)	4	4
Item #8	0	6	6
Item #8A	blank	003594	003656
Item #9	EE	EE	EE
Item #20	1	4	4
Item #21	0	1	1
Item #13C	4	5	5

**Alternative #2**

<u>TWU reports its 4 students</u>		<u>UNT and UTA each report their 5 students</u>	
Item #6	4		4
Item #8	0		6
Item #8A	Leave blank		003646 (TWU FICE)
Item #11	444556666		444556666 (TWU instructor)
Item #20	1		4
Item #21	0		1
Item #13C	4		5

**Example: Allocation of Enrollment of Students Whose Developmental SCH is NOT State-Funded**

Universities may be funded for up to 9 semester credit hours of Developmental Education that is not ESOL DE and an additional 9 hours of ESOL DE (18 hours total). Institutions that offer developmental courses or interventions that award 1 or 2 SCH (or any other number of hours not divisible by 3), will have students whose total DE SCH do not equal 9 or 18, but do exceed those limits. For such students, **you will need to employ a multiple-record, variable-credit structure to appropriately capture the SCHs into the proper funding categories.** DE hours do not contribute to the undergraduate funding limit set at 30 hours above degree requirements.

Example: MATH 011, Section 0001 is a developmental course with 3 SCH. The class has 40 students whose SCH accumulated in developmental courses is distributed as follows:

*Prior to the start of this semester:*

- (a) **[Fully funded]** 25 students had accumulated less than 6 developmental SCH.
- (b) **[Fully funded - ESOL hours]** 5 students had accumulated 6 developmental SCH and 3 additional SCH in DE ESOL.
- (c) **[Partially funded]** 4 students had accumulated 7 developmental SCH.
- (d) **[Partially funded]** 6 students had accumulated 8 developmental SCH.

*Below is a sample record layout for reporting the students in this example:*

Subject/Course#/Sect	SCH	Enr-NA (Item 13A)	Respon_Factor (Item 12)	Enrollments Where DE SCH Exceed State Limit (Item 17)	Enr-A (Item 18)
MATH 011 0001	3	30 (a+b)	75	0 (a)	0 (a)
MATH 011 0001	2	4 (c)	13	6 (d)	0 (c)
MATH 011 0001	1	6 (d)	12	4 (c)	0 (c)

Where:

Enr-NA is lower level enrollments not affected by the UG funding limit; Enr-A is lower level enrollments affected by the UG funding limit

Code three records for these students:

- (1) The first record contains the full SCH for the course. Enter the 25 fully funded students from category (a) in Item #13A. Also enter the 5 students from category (b) in Item #13A, because they can still be funded when we consider 3 SCH of their 9 were used in DE ESOL. The 10 students from category (b) that exceeded the limit will be reported on item #17.
- (2) The second record contains 2 SCH for the course. Enter the 4 students from category (c) in Item #13A so that they will be funded for 2 of the 3 attempted SCH. Enter the 6 students from category (d) in Item #17 so that their 2 of 3 attempted SCH hours are reported as not funded.

Univ. Class Report (CBM004)

- (3) The third record contains 1 SCH for the course. Enter the 4 students from category (c) in Item #17 for the SCH that they were enrolled but not funded. Enter the 6 students from category (d) in Item #13A that were funded for 1 of 3 SCH attempted.

**Note:** The responsibility factor for each record is reported proportionally to the number of students enrolled in the course. *Ex. The first record contains 30 students of the enrolled 40 students and therefore has been reported as '75' (representing 75%).*

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## DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	7
Item #6	Type Instruction - Alphanumeric	29	1
Item #7	Semester Credit Hour Value - Leading zeros, two decimals	30	4
Item #8	Location Code - Alphanumeric	34	1
Item #8A	Other Higher Education Site - FICE or blank	35	6
Item #8B	Unused	41	1
Item #9	Composite Classes Code - Alphanumeric	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of state/foreign country; use leading zeros for state and foreign country code	46	5
Item #11	Instructor Code	51	9
Item #12	Responsibility Factor - Numeric	60	3
Item #13A-E	Enrollment - Students NOT affected by state funding limits - Leading zeros, no decimals (mutually exclusive of other enrollment items)	63	15
Item #14	Semester - '1', '2', or '3'	78	1
Item #15	Year - YYYY - Numeric	79	4
Item #16	Enrollment - Students Who Exceed State Funding Limits and Other Non-fundable Enrollment - Leading zeros (mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students Whose Developmental SCH is Not State Funded - Leading zeros (mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG Limit – Leading zeros (mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG Limit – Leading zeros (mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric	95	1
Item #21	Inter-institutional Identifier - Numeric - '0' or '1'	96	1
Item #22	Teaching Load Credit	97	3



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QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '4'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on course inventory
4. Course Number	N/A	Blank or not on course inventory
5. Section Number	N/A	Blank
6. Type Instruction	N/A	Any value except '0' thru '6', '8', '9', 'C', or 'Q'
7. Semester Credit Hour	Less than 0025, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than '0', '1', '3' thru '9', 'B', or 'H'
8A. Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B. Unused	N/A	N/A
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except '0' thru '5'
10. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value or blank
11. Instructor Code	N/A	Blank
12. Responsibility Factor	N/A	Any non-numerical value; numbers not totaling 100% for each section

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<u>ITEM NUMBER</u>		<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
13.	Enrollment	Sum of all levels including Items #18 and #19 greater than 200 or less than 001	Any non-numerical value; any undergraduate enrollment in professional practice classes
14.	Semester	N/A	Must match value on header record
15.	Year	N/A	Must match value on header record
16.	Enrollment-Excess	Value greater than 40	Any non-numerical value
17.	Enrollment-DE Excess	Value greater than 40	Any non-numerical value
18.	Enrollment-UGL Affected	See Item #13	Any non-numerical value
19.	Enrollment-UGU Affected	See Item #13	Any non-numerical value
20.	Instruction Mode	N/A	Any value except '1' thru '6'; coded '1' or '4' when Item #8 is coded '9'
21.	Inter-institutional	N/A	Any value except '0' or '1'
22.	Teaching Load Credit	N/A	Any non-numerical value; sum < 1.25 times the number of CBM004 records

**NOTE:** All faculty social security numbers reported on the CBM004 must also be reported on the CBM008 faculty file. CBM004 faculty members not found on the CBM008 will be listed on a report titled "Classes Taught by Unreported Faculty." This report will be printed each time a CBM004 or CBM008 edit is processed.

Univ. Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM004 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM004 records that are not included in an institution's course inventory are listed on a mismatch report ("004 records that do not relate to the Course Inventory or CIP ISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

The enrollment in each class is multiplied by the SCH value in the CBM004 record. These totals are then aggregated by Program and Curriculum Area according to the level in the CBM003 and the enrollment level in the CBM004. The level determination is based on the relationships shown on the next page.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that CBM004 records for all off-campus classes (Item #8 code '1', '3', '4', '5', '6', '7', '8', '9', 'B', and 'H') are used.

FY 20XX COST STUDY CBM004/CBM008 SALARY/SCH BY SEMESTER

This report will be generated when the CBM004 and CBM008 are error-free.

Univ. Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
Freshman, Sophomore (Lower Level)	All levels of enrollment will generate lower division hours, including enrollments in Items #18 and #19.
Junior, Senior (Upper Level)	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  All other levels of enrollment will generate upper division hours, including Item #19.
Master's	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctor's level-research/scholarship enrollment will generate master's level hours.  Doctor's level-professional practice enrollment will generate master's level hours.
Graduate	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctor's level-research/scholarship enrollment will generate doctoral hours.  Doctor's level-professional practice enrollment will generate master's level hours.
Professional Practice	Only master's level, doctor's level-research/scholarship, and doctor's level-professional practice enrollment will generate professional practice hours.

**NOTE:**

Doctoral Level                      Doctor's level-research/scholarship semester credit hours will be generated only by doctoral students enrolled in courses which have

## Univ. Class Report (CBM004)

been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.

### Small Class Defined

Organized small classes are undergraduate classes with less than 10 registrants or graduate level classes with less than five graduate registrants. The primary types of instruction of an organized class are lecture, laboratory, or seminar.

Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class, and will be defined as a small class if there are less than ten total registrants in the class. Any graduate level section, whether composite, cross-listed, or individual, with less than 5 graduate level registrants and a total enrollment of less than ten registrants will be considered a small class.

Small classes currently generate state funded hours.

Univ. Class Report (CBM004)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM004 EDIT SUMMARY FROM RunDate: 10/15/2010 Time: 13:47:18  
 LONE STAR UNIVERSITY 003304 FALL 2010

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	1,322	0	0
ITEM 2 INST. CODE	1,322	0	0
ITEM 3 Subject Prefix	1,322	0	0
ITEM 4 Subject Number	1,322	0	0
ITEM 5 Section Number	1,322	0	0
ITEM 6 Type Instruction	1,322	0	0
ITEM 7 Semester Credit Hours	1,322	0	0
ITEM 8 Location Code	1,322	0	0
ITEM 8A Other Higher Education Site	1,322	0	0
ITEM 9 Composite Code	1,322	0	0
ITEM 9B Faculty Tenure	1,322	0	0
ITEM 10 Off Campus Location/Electronic It Site	1,322	0	0
ITEM 11 Instructor Id	1,322	0	0
ITEM 12 Responsibility Factor	1,322	0	0
ITEM 13A Enrollment - UGL Not Affected	1,322	0	0
ITEM 13B Enrollment - UGU Not Affected	1,322	0	0
ITEM 13C Enrollment - Mast	1,322	0	0
ITEM 13D Enrollment - Doc-Res/Scholar	1,322	0	0
ITEM 13E Enrollment - Doc-Prof Pract	1,322	0	0
ITEM 14 Semester	1,322	0	0
ITEM 15 Year	1,322	0	0
ITEM 16 Enrollment - UG Exceed Limit	1,322	0	0
ITEM 17 Enrollment - DE Exceed Limit	1,322	0	0
ITEM 18 Enrollment - UGL Affected By Limit	1,322	0	0
ITEM 19 Enrollment - UGU Affected By Limit	1,322	0	0
ITEM 20 Instructor Mode	1,322	0	0
ITEM 21 Inter-Institutional	1,322	0	0
ITEM 22 Teaching Load Credit	1,322	0	0
Number Of CBM004 To CBM008 MISMATCHES	0		
TOTAL Report Records	1,322		
CONTROL TOTAL	1,322	DISCREPANCY	0
Total Recs on Db	1,322		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	5		
Total Non Error Records on Db	1,322		
Total Rejected Records	0		
- CBM001 Vs CBM004 Semester		In Balance	
- CBM001 Vs CBM004 SCH		In Balance	
Total TLC	3,276.6		

Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

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Percent Change Of UNIV-CBM004 ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT From Prior Year

FALL 2010

LONE STAR UNIVERSITY 003304

RunDate: 10/15/2010 Time: 13:47:18

FUND	PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
2010/1 01	LIBERAL ARTS	21,968	4,741	26,709	669	0	0	27,378	1,158
2009/1 01	LIBERAL ARTS	22,078	4,824	26,902	630	0	0	27,532	945
	Percent Change	-0.50%	-1.72%	-0.72%	6.19%	0.00%	0.00%	-0.56%	22.54%
2010/1 02	SCIENCE	8,257	2,441	10,698	123	0	0	10,821	376
2009/1 02	SCIENCE	8,753	3,119	11,872	128	0	0	12,000	279
	Percent Change	-5.67%	-21.74%	-9.89%	-3.91%	0.00%	0.00%	-9.83%	34.77%
2010/1 03	FINE ARTS	3,497	592	4,089	0	0	0	4,089	82
2009/1 03	FINE ARTS	3,662	611	4,273	0	0	0	4,273	74
	Percent Change	-4.51%	-3.11%	-4.31%	0.00%	0.00%	0.00%	-4.31%	10.81%
2010/1 04	TEACHER EDUCATION	646	1,592	2,238	882	0	0	3,120	44
2009/1 04	TEACHER EDUCATION	594	1,815	2,409	900	0	0	3,309	49
	Percent Change	8.75%	-12.29%	-7.10%	-2.00%	0.00%	0.00%	-5.71%	-10.20%
2010/1 05	AGRICULTURE	348	1,144	1,492	176	0	0	1,668	8
2009/1 05	AGRICULTURE	841	881	1,722	154	0	0	1,876	15
	Percent Change	-58.62%	29.85%	-13.36%	14.29%	0.00%	0.00%	-11.09%	-46.67%
*		*****							***
	Review								
2010/1 06	ENGINEERING	525	169	694	0	0	0	694	15
2009/1 06	ENGINEERING	564	120	684	0	0	0	684	18
	Percent Change	-6.91%	40.83%	1.46%	0.00%	0.00%	0.00%	1.46%	-16.67%
2010/1 07	HOME ECONOMICS	204	187	391	30	0	0	421	0
2009/1 07	HOME ECONOMICS	183	153	336	39	0	0	375	6
	Percent Change	11.48%	22.22%	16.37%	-23.08%	0.00%	0.00%	12.27%	-100.00%
2010/1 09	SOCIAL SERVICE	243	147	390	0	0	0	390	3
2009/1 09	SOCIAL SERVICE	165	105	270	0	0	0	270	21
	Percent Change	47.27%	40.00%	44.44%	0.00%	0.00%	0.00%	44.44%	-85.71%
*				*****				*****	***
	Review								
2010/1 13	PHYSICAL TRAINING	911	0	911	0	0	0	911	15
2009/1 13	PHYSICAL TRAINING	977	0	977	0	0	0	977	3
	Percent Change	-6.76%	0.00%	-6.76%	0.00%	0.00%	0.00%	-6.76%	400.00%

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2010/1	14 HEALTH SERVICES	837	876	1,713	697	0	0	2,410	64
2009/1	14 HEALTH SERVICES	564	237	801	1,125	0	0	1,926	9
	Percent Change	48.40%	269.62%	113.86%	-38.04%	0.00%	0.00%	25.13%	611.11%
*		*****	*****	*****	*****				***
Review									
2010/1	16 BUSINESS ADMINISTRATION	1,731	4,327	6,058	330	0	0	6,388	387
2009/1	16 BUSINESS ADMINISTRATION	2,208	4,523	6,731	366	0	0	7,097	270
	Percent Change	-21.60%	-4.33%	-10.00%	-9.84%	0.00%	0.00%	-9.99%	43.33%
*									***** ***
Review									
2010/1	18 TEACHER ED-PRACTICE TEACHING	0	804	804	0	0	0	804	33
2009/1	18 TEACHER ED-PRACTICE TEACHING	0	1,122	1,122	0	0	0	1,122	96
	Percent Change	0.00%	-28.34%	-28.34%	0.00%	0.00%	0.00%	-28.34%	-65.63%
2010/1	19 TECHNOLOGY	1,788	48	1,836	30	0	0	1,866	21
2009/1	19 TECHNOLOGY	2,235	96	2,331	0	0	0	2,331	21
	Percent Change	-20.00%	-50.00%	-21.24%	100.00%	0.00%	0.00%	-19.95%	0.00%
2010/1	20 NURSING	1,372	649	2,021	224	0	0	2,245	189
2009/1	20 NURSING	1,224	395	1,619	240	0	0	1,859	117
	Percent Change	12.09%	64.30%	24.83%	-6.67%	0.00%	0.00%	20.76%	61.54%
Review			*****						***
2010/1	21 DEVELOPMENTAL EDUCATION	1,812	0	1,812	0	0	0	1,812	0
2009/1	21 DEVELOPMENTAL EDUCATION	1,824	0	1,824	0	0	0	1,824	0
	Percent Change	-0.66%	0.00%	-0.66%	0.00%	0.00%	0.00%	-0.66%	0.00%
2010/1	99 NOT STATE FUNDED	112	47	159	0	0	0	159	0
2009/1	99 NOT STATE FUNDED	108	78	186	0	0	0	186	0
	Percent Change	3.70%	-39.74%	-14.52%	0.00%	0.00%	0.00%	-14.52%	0.00%
2010/1	SUBTOTAL STATE FUNDED	44,139	17,717	61,856	3,161	0	0	65,017	2,395
2009/1	SUBTOTAL STATE FUNDED	45,872	18,001	63,873	3,582	0	0	67,455	1,923
	Percent Change	-3.78%	-1.58%	-3.16%	-11.75%	0.00%	0.00%	-3.61%	24.54%
2010/1	GRAND TOTAL ALL CURRICULUM ARE	44,251	17,764	62,015	3,161	0	0	65,176	2,395
2009/1	GRAND TOTAL ALL CURRICULUM ARE	45,980	18,079	64,059	3,582	0	0	67,641	1,923
	Percent Change	-3.76%	-1.74%	-3.19%	-11.75%	0.00%	0.00%	-3.64%	24.54%



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1 2010

TEXAS HIGHER EDUCATION COORDINATING BOARD  
LONE STAR UNIVERSITY 003304  
FY 2010 Cost Study CBM004/CBM008 Salary/SCH By Semester

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FICE	SEM	FUND	ANGELO STATE UNIVERSITY	UGL SCH/SAL	UGU SCH/SAL	MAS SCH/SAL	DOC SCH/SAL	SP SALSCH/	TOT SCH/SAL
003304	1	01	LIBERAL ARTS	23,780	4,741	669	0	0	29,190
				\$1,704,357	\$530,169	\$218,542	\$0	\$0	\$2,453,069
003304	1	02	SCIENCE	8,257	2,441	123	0	0	10,821
				\$621,304	\$428,419	\$74,810	\$0	\$0	\$1,124,533
003304	1	03	FINE ARTS	3,497	592	0	0	0	4,089
				\$401,331	\$164,078	\$0	\$0	\$0	\$565,409
003304	1	04	TEACHER EDUCATION	646	1,592	882	0	0	3,120
				\$41,044	\$145,349	\$131,652	\$0	\$0	\$318,045
003304	1	05	AGRICULTURE	348	1,144	176	0	0	1,668
				\$21,839	\$84,530	\$25,636	\$0	\$0	\$132,005
003304	1	06	ENGINEERING	525	169	0	0	0	694
				\$82,043	\$55,317	\$0	\$0	\$0	\$137,360
003304	1	07	HOME ECONOMICS	204	187	30	0	0	421
				\$17,610	\$25,166	\$7,315	\$0	\$0	\$50,091
003304	1	08	LAW	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	09	SOCIAL SERVICE	243	147	0	0	0	390
				\$17,111	\$10,283	\$0	\$0	\$0	\$27,394
003304	1	10	LIBRARY SCIENCE	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	11	VETERINARY SCIENCE	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	12	VOCATIONAL TRAINING	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	13	PHYSICAL TRAINING	911	0	0	0	0	911
				\$170,213	\$0	\$0	\$0	\$0	\$170,213
003304	1	14	HEALTH SERVICES	837	876	697	0	0	2,410
				\$56,543	\$95,394	\$257,928	\$0	\$0	\$409,865
003304	1	15	PHARMACY	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	16	BUSINESS ADMINISTRATION	1,731	4,327	330	0	0	6,388
				\$162,984	\$594,691	\$93,133	\$0	\$0	\$850,808
003304	1	17	OPTOMETRY	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	18	TEACHER ED-PRACTICE TEACHING	0	804	0	0	0	804
				\$0	\$83,123	\$0	\$0	\$0	\$83,123
003304	1	19	TECHNOLOGY	1,788	48	30	0	0	1,866
				\$108,974	\$3,048	\$2,959	\$0	\$0	\$114,981
003304	1	20	NURSING	1,372	649	224	0	0	2,245
				\$262,154	\$148,361	\$214,811	\$0	\$0	\$625,326
003304	1	23	TOTALS	44,139	17,717	3,161	0	0	65,017
				\$3,667,508	\$2,367,928	\$1,026,786	\$0	\$0	\$7,062,222

Note: Developmental (Fund 21) added into Liberal Arts (Fund 01)

003304	1	21	DEVELOPMENTAL EDUCATION	1,812	0	0	0	0	1,812
				\$126,393	\$0	\$0	\$0	\$0	\$126,393

Univ. Class Report (CBM004)

FALL 2010 UNIV-CBM004 FACULTY TEACHING MORE THAN 25 CLASSES  
LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 13:47:18

FICE	SUBJECT	COURSE	SECTION	TYPE	INSTRUCTOR	SCH ENROLL	SEM YEAR
CODE	PREFIX	NUMBER	NUMBER		CODE		
THERE ARE NO FACULTY TEACHING MORE THAN 15 CLASSES							

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
CLASSES TAUGHT BY NON-REPORTED FACULTY  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 13:47:18

FICE	SUBJECT	COURSE	SECTION	TYPE	CITY
CODE	PREFIX	NUMBER	NUMBER		
THERE ARE NO 4-8 MISMATCHES FOR : LONE STAR UNIVERSITY					

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
CBM004 Records Not Found on The Course Inventory  
FALL 2010 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 13:47:18

Subject	Course	Section	Enrollment	UGL	UGU	Mast	Doc	Spec	EX	UG	Ex	Dev
Prefix	Number	Number	Values									
THERE ARE NO ITEMS FOR THIS REPORT												

# Univ. Class Report (CBM004)

PROGRAM/CURRICULUM AREA		UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS
2310010001	Speech and Rhetorical Studies	45		45		
2701010001	Mathematics, General	90		90		
4201010001	Psychology, General	168		168		
4206010001	Counseling Psychology				60	
4207010001	Developmental and Child Psycho	81		81		
4210010001	Personality Psychology	6	78	84		
4216010001	Social Psychology				63	
4219010001	Psychometrics and Quantitative				18	
4407010001	Social Work	30		30		
4510020001	American Government and Politi	156		156		
TOTAL LIBERAL ARTS		576	78	654	141	795
2607070002	Animal Physiology	15	51	66		66
TOTAL SCIENCE		15	51	66		9
0907010003	Radio and Television		81	81		3
5009010003	Music, General	81		81		6
5009020003	Music History, Literature, and	114		114		114
TOTAL FINE ARTS		195	81	276		276
1301010004	Education, General				213	213
1303010004	Curriculum and Instruction				117	117
1304040004	Educational, Instructional, an				51	51
1304080004	Elementary and Middle School A				87	87
1310010004	Special Education and Teaching				156	156
1311010004	Counselor Education/School Cou				108	108
1311020004	College Student Counseling and				30	30
TOTAL TEACHER EDUCATION				762		762
4407010009	Social Work	30		30		30
TOTAL SOCIAL SERVICE		30		30		30
5215010016	Real Estate	33		177		210
5217010016	Insurance			99		99
TOTAL BUSINESS ADMINISTRATION		33		276		309
1312050018	Secondary Education and Teachi			66		66
1399990118	Student Teaching, General			6		6
TOTAL TEACHER ED-PRACTICE TEACHING				72		72
1103010019	Data Processing and Data Proce	84			84	30

Univ. Class Report (CBM004)

TOTAL TECHNOLOGY	84		84	30		114	
5116010020 Nursing - Registered Nurse Tra	18		18	57		75	
5116010020 Nursing Administration (MSN, M				5		5	
TOTAL NURSING	18		18	62		80	
SUBTOTAL STATE FUNDED	951	558	1,509	995		2,504	90
GRAND TOTAL ALL CURRICULUM AREAS	951	558	1,509	995		2,504	90

# Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2010

RunDate: 10/15/2010 Time: 13:47:18

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
0901010001 Communication Studies/Speech C	51	239	290	51	0	0	341	2
0901020001 Mass Communication/ Media Stud	3	93	96	0	0	0	96	0
0904010001 Journalism	177	111	288	0	0	0	288	3
0909020001 Public Relations/Image Managem	0	78	78	0	0	0	78	3
1601020001 Linguistics	0	78	78	0	0	0	78	0
1604020001 Russian Language and Literatur	39	0	39	0	0	0	39	3
1605010001 German Language and Literature	120	18	138	0	0	0	138	0
1609010001 French Language and Literature	108	12	120	0	0	0	120	0
1609050001 Spanish Language and Literatur	831	135	966	0	0	0	966	36
2311010001 Technical and Business Writing	3	189	192	0	0	0	192	3
2401010001 Liberal Arts and Sciences/Libe	172	0	172	0	0	0	172	0
2701010001 Mathematics, General	2,043	60	2,103	0	0	0	2,103	186
2703010001 Applied Mathematics	1,059	0	1,059	0	0	0	1,059	117
3020010001 International Studies	3	60	63	12	0	0	75	12
3099990101 Interdisciplinary Studies, Gen	0	15	15	0	0	0	15	0
3801010001 Philosophy	363	108	471	0	0	0	471	12
4201010001 Psychology, General	2,053	447	2,500	84	0	0	2,584	75
4202010001 Clinical Psychology	39	198	237	24	0	0	261	6
4203010001 Cognitive Psychology and Psych	0	0	0	12	0	0	12	0
4204010001 Community Psychology	0	12	12	0	0	0	12	6
4206010001 Counseling Psychology	0	0	0	189	0	0	189	0
4207010001 Developmental and Child Psycho	417	0	417	0	0	0	417	12
4208010001 Experimental Psychology	0	63	63	0	0	0	63	3
4210010001 Personality Psychology	6	78	84	0	0	0	84	3
4211010001 Physiological Psychology/Psych	6	159	165	0	0	0	165	0
4301030001 Criminal Justice/Law Enforceme	6	45	51	0	0	0	51	6
4301040001 Criminal Justice/Safety Studie	438	180	618	0	0	0	618	33
4301070001 Criminal Justice/Police Scienc	150	102	252	0	0	0	252	6
4404010001 Public Administration	0	0	0	39	0	0	39	0
4407010001 Social Work	75	0	75	0	0	0	75	3
4506010001 Economics, General	660	75	735	0	0	0	735	42
4507010001 Geography	105	129	234	0	0	0	234	3
4509010001 International Relations and Af	0	42	42	0	0	0	42	0
4510010001 Political Science and Governme	15	51	66	3	0	0	69	3
4510011001 Comparative Politics	12	87	99	0	0	0	99	0
4510011501 Political Theory	15	42	57	0	0	0	57	0
4510020001 American Government and Politi	2,703	51	2,754	0	0	0	2,754	99
4511010001 Sociology	636	410	1,046	0	0	0	1,046	55
5401010001 History, General	273	168	441	9	0	0	450	27
5401020001 American History United States	3,405	156	3,561	36	0	0	3,597	117
5401030001 European History	6	75	81	0	0	0	81	0
TOTAL LIBERAL ARTS	21,968	4,741	26,709	669	0	0	27,378	1,158

## Univ. Class Report (CBM004)

1101010002	Computer and Information Scien	216	48	264	0	0	0	264	3
1313110002	Mathematics Teacher Education	0	96	96	0	0	0	96	3
1313160002	Science Teacher Education/Gene	0	99	99	0	0	0	99	3
1410010002	Electrical, Electronics and Co	0	96	96	0	0	0	96	4
2601010002	Biology/Biological Sciences, G	417	40	457	37	0	0	494	24
2602020002	Biochemistry	0	63	63	0	0	0	63	3
2602040002	Molecular Biology	0	24	24	8	0	0	32	0
2603010002	Botany/Plant Biology	163	57	220	0	0	0	220	7
2604010002	Cell/Cellular Biology and Hist	0	16	16	16	0	0	32	0
2604030002	Anatomy	360	0	360	0	0	0	360	48
2605020002	Microbiology, General	188	84	272	0	0	0	272	8
2607010002	Zoology/Animal Biology	444	28	472	8	0	0	480	16
2607070002	Animal Physiology	611	51	662	0	0	0	662	113
2608040002	Animal Genetics	51	196	247	0	0	0	247	7
2701011002	Mathematics (Upper Level)	0	6	6	0	0	0	6	0
2701011402	Pure Mathematics (Upper Level)	15	150	165	0	0	0	165	3
2703011002	Applied Mathematics (Upper Lev	21	57	78	0	0	0	78	6
2705011002	Mathematical Statistics (Upper	126	126	252	0	0	0	252	6
3105010002	Health and Physical Education,	282	0	282	0	0	0	282	9
3105011002	Fitness and Sports	84	195	279	21	0	0	300	9
4001010002	Physical Sciences	768	0	768	0	0	0	768	6
4002010002	Astronomy	1,103	0	1,103	0	0	0	1,103	37
4005010002	Chemistry, General	706	31	737	0	0	0	737	15
4005020002	Analytical Chemistry	5	70	75	0	0	0	75	0
4005040002	Organic Chemistry	219	159	378	0	0	0	378	6
4005060002	Physical and Theoretical Chemi	0	15	15	0	0	0	15	0
4006010002	Geology/Earth Science, General	492	4	496	0	0	0	496	8
4006050002	Hydrology and Water Resources	27	42	69	0	0	0	69	0
4008010002	Physics, General	455	220	675	0	0	0	675	11
4008060002	Nuclear Physics	0	44	44	0	0	0	44	0
5109130002	Athletic Training/Trainer	185	234	419	0	0	0	419	3
	TOTAL SCIENCE	8,257	2,441	10,698	123	0	0	10,821	376
0907010003	Radio and Television	201	81	282	0	0	0	282	9
5001010003	Visual and Performing Arts, Ge	69	0	69	0	0	0	69	0
5004010003	Design and Visual Communicatio	114	0	114	0	0	0	114	3
5004090003	Graphic Design	54	0	54	0	0	0	54	0
5005010003	Drama and Dramatics/Theatre Ar	277	2	279	0	0	0	279	0
5005020003	Technical Theatre/Theatre Desi	87	0	87	0	0	0	87	0
5005050003	Theatre Literature, History an	39	21	60	0	0	0	60	0
5006050003	Photography	156	0	156	0	0	0	156	3
5007010003	Art/Art Studies, General	1,005	18	1,023	0	0	0	1,023	15
5007020003	Fine/Studio Arts, General	0	42	42	0	0	0	42	0
5007030003	Art History, Criticism and Con	156	36	192	0	0	0	192	6
5007050003	Drawing	132	48	180	0	0	0	180	3
5007080003	Painting	27	72	99	0	0	0	99	3
5007090003	Sculpture	18	36	54	0	0	0	54	0
5007100003	Printmaking	3	60	63	0	0	0	63	0

**Univ. Class Report (CBM004)**

5007110003 Ceramic Arts and Ceramics	9	45	54	0	0	0	54	3	
5009010003 Music, General	426	3	429	0	0	0	429	12	
5009020003 Music History, Literature, and	145	18	163	0	0	0	163	2	
5009030003 Music Performance, General	87	0	87	0	0	0	87	3	
5009030103 Music, Brass Performance	16	8	24	0	0	0	24	0	
5009030203 Music, Woodwind Performance	26	2	28	0	0	0	28	4	
5009030303 Music, Percussion Performance	21	4	25	0	0	0	25	0	
5009040003 Music Theory and Composition	191	14	205	0	0	0	205	8	
5009070003 Piano and Organ	77	0	77	0	0	0	77	3	
5009080003 Voice and Opera	64	2	66	0	0	0	66	1	
5009081003 Music - Voice Performance	6	0	6	0	0	0	6	0	
5009100003 Jazz/Jazz Studies	13	20	33	0	0	0	33	4	
TOTAL FINE ARTS	3,497	592	4,089	0	0	0	4,089	82	
. . . . .									
5116010020 Nursing - Registered Nurse Tra	1,372	595	1,967	87	0	0	2,054	183	
5116020020 Nursing Administration (MSN, M	0	54	54	137	0	0	191	6	
TOTAL NURSING	1,372	649	2,021	224	0	0	2,245	189	
3201040121 Precollegiate Mathematics Skil	1,224	0	1,224	0	0	0	1,224	0	
3201080221 Precollegiate Writing Skills	588	0	588	0	0	0	588	0	
TOTAL DEVELOPMENTAL EDUCATION	1,812	0	1,812	0	0	0	1,812	0	
SUBTOTAL	STATE FUNDED		44,139	17,717	61,856	3,161	0	0	65,017
2801010099 Air Force JROTC/ROTC	112		47	159	0	0	0	159	0
TOTAL NOT STATE FUNDED	112		47	159	0	0	0	159	0
GRAND TOTAL ALL CURRICULUM AREAS	44,251	17,764	62,015	3,161	0	0	65,176	2,395	
Total Rejected Records	0								
Total Records on DataBase	1,322								
Total Non Error Records	1,322								
Total Error Records	0								
Total Questionable Records	5								
Total Rejected Records	0								
- CBM001/CBM004 Semester Credit Hours									
Total CBM001 Semester Credit Hours:	67,568								
Total CBM004 Semester Credit Hours:	67,565								
- CBM001/CBM004 SCH									
Total CBM001 Undergrad Credit Hours:	55,886								
Total CBM004 Undergrad Credit Hours:	55,884								

Items In Error Are Indicated By (\*), Questionable By (-)

Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM004 Data From  
 LONE STAR UNIVERSITY 003304  
 Questionables ONLY

Page 1

FALL 2010

RunDate: 10/15/2010 Time: 13:47:18

3	4	5	6	7	8	8A	9	9B	10	11	12	A	B	C	D	E	4	15	16	17	18	19	0	1	2	22	Remarks
COMM	4391	23307	5	0300	0		1	00000	1111111111	100	000	000	000	000	000	000	1	2010	001	000	000	000	000	1	0	030	Q
																											TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
GOVT	4391	23401	5	0300	0		1	00000	2222222222	100	000	000	000	000	000	000	1	2010	001	000	000	000	000	1	0	030	Q
																											TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
MUS	3222	21201	6	0200	0		2	00000	3333333333	100	000	000	000	000	000	000	1	2010	001	000	000	000	000	1	0	020	Q
																											TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
MUS	3225	21206	6	0200	0		2	00000	4444444444	100	000	000	000	000	000	000	1	2010	002	000	000	000	000	1	0	020	Q
																											TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
PT	7473	23355	3	0400	0		4	00000	5555555555	100	000	000	000	000	000	000	1	2010	001	000	000	000	000	1	0	040	Q
																											TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892

Items In Error Are Indicated By (\*), Questionable By (-)



## BUILDING AND ROOM REPORT CBM005

The purpose of the Building and Room Report (CBM005) is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Building and Room Inventory Reports. In the introductory section of the Facilities Building Inventory Report (CBM014), it states that a building inventory should "... include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

### **NOTE:**

1. Only the classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.
2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

### 220 – Special Class Laboratories

Apply this code to rooms that first meet the definition of a special class laboratory in that they are used more by students through informally scheduled, unscheduled, or open instruction. The amount of informally scheduled activity must exceed any formally scheduled instruction - activity reported on the CBM005 report. Rooms with specialized equipment installed that prevent the use of the room for lecture that are predominately used for formally scheduled classes are class laboratories. While the description of a 220 includes criteria such as restricted access, that in itself does not define a room as a special class laboratory.

### Short Courses

Adjust the duration of courses reported on the CBM005 meeting for fewer than 16 weeks to account for the reduced use. If a course meets for 8 hours a day for the first two weeks of the semester report the daily duration a  $480 \times 2$  divided by 16 or 60 minutes per day. An exception to this rule would be if the room will be scheduled for a series of these courses for the full 16-week semester. In that case, report the full 480-minute duration

Univ. Building and Room Report (CBM005)

INSTRUCTIONS FOR BUILDING AND ROOM REPORT

Item #1 Record Code. Always enter '5'.

Item #2 Institution Code. Enter the FICE Code of the institution.

CLASS IDENTIFICATION

The course identification used to identify a class in this report must be the same as the course identification used on the CBM004.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number associated with this class.

Item #6 Unused

Item #7 Building. Enter the building number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

Item #8 Room. Enter the room number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

**NOTE:** It is imperative that the room number is identical in every way to that on the Coordinating Board Facilities Inventory, including spacing, leading zeros and suffixes, if any.

Item #9 Days of the Week. Enter the day(s) of the week that this section meets. Left-justify and space-fill. Up to seven entries can be made in this item.

1	Monday	5	Friday
2	Tuesday	6	Saturday
3	Wednesday	7	Sunday
4	Thursday		

**EXAMPLES:**

Monday, Wednesday, Friday class would be coded 135

A class that meets on Thursday only would be coded 4

A class meeting Monday through Friday would be coded 12345

Item #10 Starting Time. Enter the time of day that the class begins based on the 24 hour clock, i.e., eight a.m. would be coded 0800, three-thirty p.m. would be coded 1530, etc.

Univ. Building and Room Report (CBM005)

Item #11 Duration of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for forty-five minutes, it would be coded 045; if for one hour and thirty-five minutes, it would be coded 095.

**NOTE:** Limit the time reported to include time where the student and instructor are simultaneously in the room together and engaged in formal educational activities related to the course. A student's use of a room outside of instructional activity is accounted for in the SUE scoring matrix and should not be included in the reported durations.

Item #12 Reporting Period. Always enter '1'.

Item #13 Year. Enter all four digits of the calendar year in which the fall semester occurs.

Item #14 Classification of Room Type. The room type will be reported by the classifications listed on the Coordinating Board Facilities Inventory. Room Type codes must match those listed on the inventory. Examples of a few of the room type codes are listed below:

- 110 Classroom
- 210 Class Laboratory (Regularly Scheduled)
- 220 Special Class Laboratories (Informally Scheduled)
- 310 Office
- 350 Conference Room
- 610 Assembly (Auditorium, etc.)
- 680 Meeting Room

**Note:** See the introduction for more information about 220 Special Class Laboratories

Item #15 Enrollments. The enrollments will be reported by the classifications listed below and as defined in the enrollment section of the CBM004.

- 15A Lower Division Enrollment Not Affected by State Limits
- 15B Upper Division Enrollment Not Affected by State Limits
- 15C Master's Level
- 15D Doctor's Level-Research/Scholarship
- 15E Doctor's Level-Professional Practice

Item #16 Enrollment of Students Who Exceed State Funding Limits. Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 45 SCH). Include the number of students who have attempted the same course for three or more times and are not eligible to be claimed for state funding. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #15B or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the introductory section of the CBM004.

Univ. Building and Room Report (CBM005)

- Item #17 Enrollment of Students Whose Developmental SCH Exceed State Funding Limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (9 SCH). Do not include these students in Item #15A or #18.
- Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who are affected by the undergraduate funding limit. Exclude students whose developmental semester credit hours exceeds the state funding limit but include them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #15A.
- Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #15B.

**NOTE:** Class sections meeting in multiple rooms - the total headcount reported for the section on this report should not exceed the total headcount reported on the Class Report (CBM004) at any given time and day of the week. For example, a class with a lecture and lab combination has 90 students enrolled. The section meets Monday, Wednesday, and Friday in the classroom for an hour at 10:00 each day. Additionally, the section meets for lab on Monday, Wednesday, or Friday for an hour at 2:00 for one day each week. Report 90 students in the classroom on Monday, Wednesday, and Friday. Report the portion of the section that will meet in the lab each day or 30 students for Monday, 30 students for Wednesday, and 30 students for Friday. Do not report 90 students in each lab for Monday, Wednesday, and Friday unless all 90 students will be using the lab all three days.

Univ. Building and Room Report (CBM005)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '5'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	7
Item #6	Unused	29	1
Item #7	Building	30	6
Item #8	Room	36	16
Item #9	Days of Week - Numeric; left justify, space-fill	52	7
Item #10	Start Time - Numeric; 24-hour clock	59	4
Item #11	Duration - Minutes - Numeric	63	3
Item #12	Semester - Always '1'	66	1
Item #13	Year - YYYY - Numeric	67	4
Item #14	Classification of Room Type - Numeric	71	3
Item #15	Enrollment (A-E) – Not Affected by State Limits - Leading zeros and zero fill (mutually exclusive of other enrollment items)	74	15
Item #16	Enrollment - Students Who Exceed State Funding Limits, leading zeros (mutually exclusive of other enrollment items)	89	3
Item #17	Enrollment - Students whose developmental SCH Exceed state Funding Limit, leading zeros (mutually exclusive of other enrollment items)	92	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	95	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	98	3

Univ. Building and Room Report (CBM005)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '5'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Subject Prefix	N/A	Blank
4. Course Number	N/A	Blank
5. Section Number	N/A	Blank
6. Unused	N/A	N/A
7. Building	N/A	Must match Facilities Inventory File
8. Room	N/A	Must match Facilities Inventory File
9. Days of Week	Any combination that includes Sunday	Non-numerical; blank or '0'
10. Start Time	Any class starting before 0700 or after 2100	Non-numerical
11. Duration	Any value greater than 240 and less than 540	Any numerical value 540 or greater
12. Semester	N/A	Must match value on header record
13. Year	N/A	Must match value on header record
14. Room Type	N/A	Must match value on Facilities Inventory File; value of 000

Univ. Building and Room Report (CBM005)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Enrollment	Sum of all levels, including Items #18 and #19, greater than 200 or less than 001	Any non-numerical value
16. Enrollment-Excess	Sum greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Sum greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #15	Any non-numerical value
19. Enrollment-UGU Affected	See Item #15	Any non-numerical value

**NOTE:** Those CBM005 records for which corresponding CBM004 records cannot be located are flagged and an error message is generated.

## Univ. Building and Room Report (CBM005)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM005 EDIT SUMMARY FROM RunDate: 11/15/2010 Time: 10:46:05  
 LONE STAR UNIVERSITY 003304 FALL 2010

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	1,288	0	0
ITEM 2 Inst. Code	1,288	0	0
ITEM 3 Subject Prefix	1,288	0	0
ITEM 4 Subject Number	1,288	0	0
ITEM 5 Section Number	1,288	0	0
ITEM 7 Building	1,281	0	7
ITEM 8 Room	1,281	0	7
ITEM 9 Days=Of-Week	1,288	0	0
ITEM 10 Start Time	1,272	16	0
ITEM 11 Duration	1,258	30	0
ITEM 12 Semester	1,288	0	0
ITEM 13 Year	1,288	0	0
ITEM 14 Room Type	1,282	0	6
ITEM 15A Enrollment UGL	1,260	28	0
ITEM 15B Enrollment UGU	1,260	28	0
ITEM 15C Enrollment Mast	1,260	28	0
ITEM 15D Enrollment Doc-Res/Scholar	1,260	28	0
ITEM 15E Enrollment Doc-Prof Pract	1,260	28	0
ITEM 16 Enrollment UG Exceed Limit	1,260	28	0
ITEM 17 Enrollment DE Exceed Limit	1,260	28	0
ITEM 18 Enrollment UGL Affected By Limit	1,260	28	0
ITEM 19 Enrollment UGU Affected By Limit	1,260	28	0
TOTAL Report Records	1,288		
CONTROL TOTAL	1,288	DISCREPANCY	0
Total Recs on Db	1,288		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	7		
Total Questionable Recs on Db	58		
Total Non Error Records on Db	1,281		
Total Rejected Records	0		



## Univ. Building and Room Report (CBM005)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Edit Of SR-CBM005 Data From RunDate: 11/15/2010 Time: 10:46:05  
LONR STAR UNIVERSITY 003304 FALL 2010

Number Of Rooms In Which Classes Are Taught By Room Type, By Building

0103			
110	Classroom		9
210	Class Laboratory		12
220	Special Class Laboratory		1
000	Other		1
	Total		23
0107			
110	Classroom		27
210	Class Laboratory		1
000	Other		1
	Total		29
0108			
110	Classroom		2
	Total		2
0109			
110	Classroom		2
210	Class Laboratory		1
220	Special Class Laboratory		1
000	Other		2
	Total		6
0110			
110	Classroom		4
210	Class Laboratory		2
220	Special Class Laboratory		3
000	Other		1
	Total		10
0112			
110	Classroom		8
210	Class Laboratory		10
	Total		18
0113			
110	Classroom		9
210	Class Laboratory		3
350	Conference Room		1
	Total		13
0114			
110	Classroom		6
210	Class Laboratory		4
220	Special Class Laboratory		4
610	Assembly (Auditorium, Etc.)		1
	Total		15
0115			
110	Classroom		10
210	Class Laboratory		1
000	Other		1
	Total		12
0117			
220	Special Class Laboratory		1
	Total		1
0118			
110	Classroom		3
680	Meeting Room		1
	Total		4
0120			
110	Classroom		1
210	Class Laboratory		4
220	Special Class Laboratory		2
	Total		7
0121			
110	Classroom		1
	Total		1

\*\*\*Note: Totals are net errors.

## Univ. Building and Room Report (CBM005)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 2  
Edit Of SR-CBM005 Data From RunDate: 11/15/2010 Time: 10:46:05  
LONE STAR UNIVERSITY 003304 FALL 2010

Campus Totals		
110 Classroom		82
210 Class Laboratory		38
220 Special Class Laboratory		12
310 Office		0
350 Conference Room		1
610 Assembly (Auditorium, Etc.)		1
680 Meeting Room		1
000 Other		6
Total		141

Number Of Classes Meeting On:		
Monday-Wednesday-Friday		294
Tuesday-Thursday		396
Monday-Wednesday		152
Monday Only		103
Tuesday Only		108
Wednesday Only		86
Thursday Only		90
Friday Only		42
Saturday Only		3
Sunday Only		0
Other Only		7
Total		1,281

Number Of Classes With Starting Times:		
Before 8:00 AM		24
8:00 AM - 8:59 AM		121
9:00 AM - 9:59 AM		185
10:00 AM - 10:59 AM		91
11:00 AM - 11:59 AM		178
Noon - 1:59 PM		290
2:00 PM - 3:59 PM		249
4:00 PM - 5:59 PM		52
6:00 PM And After		91
Total		1,281

Number Of Classes of Duration:		
0-1 Hour (000-060 Minutes)		516
1-2 Hours (061-120 Minutes)		552
2-3 Hours (121-180 Minutes)		169
3-4 Hours (181-240 Minutes)		14
4-5 Hours (241-300 Minutes)		1
5-6 Hours (301-360 Minutes)		20
Over 6 Hours (Over 360 Minutes)		9
Total		1,281

Number Of Classes Taught in Room Type:		
110 Classroom		923
210 Class Laboratory		290
220 Special Class Laboratory		42
310 Office		0
350 Conference Room		7
610 Assembly (Auditorium, Etc.)		8
680 Meeting Room		2
000 Other		9
Total		1,281

\*\*\*Note: Totals are net errors.



Univ. Building and Room Report (CBM005)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM005 Data From  
 LONE STAR UNIVERSITY 003541

Page 1

FALL 2010

RunDate: 11/14/2010 Time: 10:46:05

Items	Item	Item	Item	Item	Item	Item	Item	Item	Items	**** Item 15 ****					Items	Remarks						
1	2	3	4	5	7	8	9	10	11	12	13	14	A	B	C	D	E	16	17	18	19	
5	003304	ART	3331	11108	0117	00229	5	1200	330	1	2010	220	000	001	000	000	000	000	000	004	003	Q
Duration(Item11) is Greater than 240 Questionable. REF0616																						
5	003304	ART	3332	11110	0117	00229	5	1200	330	1	2010	220	000	000	000	000	000	000	000	000	003	Q
Duration(Item11) is Greater than 240 Questionable. REF0616																						
5	003304	ART	3333	11112	0117	00229	5	1200	330	1	2010	220	000	000	000	000	000	000	000	000	002	Q
Duration(Item11) is Greater than 240 Questionable. REF0616																						
5	003304	BIO	5423	11222	0103	00123	24	0930	075	1	2010	110	000	000	000	000	000	000	000	000	000	Q
TotalEnrollment , Is Zero Questionable! REF0631																						
5	003304	BIO	5423	11223	0120	00107	1	1400	170	1	2010	210	000	000	000	000	000	000	000	000	000	Q
TotalEnrollment , Is Zero Questionable! REF0631																						
5	003304	BIO	5443	12918	0103	00123	135	1200	050	1	2010	110	000	000	000	000	000	000	000	000	000	Q
TotalEnrollment , Is Zero Questionable! REF0631																						
. . . . .																						
5	003304	RNSG	2261	11377	0114	00238	4	1230	360	1	2010	110	001	003	001	000	000	000	000	000	003	Q
Duration(Item11) is Greater than 240 Questionable. REF0616																						
5	003304	RNSG	2261	11378	0114	00238	4	1230	360	1	2010	110	003	002	000	000	000	000	000	001	004	Q
Duration(Item11) is Greater than 240 Questionable. REF0616																						

Total Rejected Records 0  
 Total Records on DataBase 1,288  
 Total Non Error Records 1,281  
 Total Error Records 7  
 Total Questionable Records 58  
 Total Rejected Records 0

Items In Error Are Indicated By (\*), Questionable By (-)

## FACULTY REPORT CBM008

The CBM008 Faculty Report is an end of semester report. The purpose of the CBM008 report is to collect data on the academic duties and services of each person who has any type of faculty appointment, regardless of their source of funds or their assignment. Include research faculty, librarians, administrators, if they have faculty titles, and faculty who may be on paid leave. Instructional faculty on sabbatical leave should be reported with '000' percent time but at their regular salaries, even if they may be receiving a reduced amount.

All faculty on the CBM00S, including teaching assistants, must be included on the CBM008. Personnel associated only with classes in non-funded curriculum areas, other than military science, should be excluded. This report will reflect conditions as of the end of the fall, spring, and summer semesters.

All data reported for Items #1-#23, with the exception of Item #17, should be the same for each faculty member. Item #17 will differ if the faculty member in the class reported in Items #24-#29 is flexible entry.

### Faculty Course Information

There must be a separate record for every class that a faculty member teaches. If a class has multiple instructors, there must also be separate records submitted for each course instructor. Items #24-#26 will be unique for each course.

- If a faculty member does not have any percentage of time allotted to instruction (Item #13A), then course information (Items #24, #25, #26, and #28) should be left blank; zero fill Items #27 and #29.
- If a faculty member does have a percentage allotted to instruction, then a record must be reported for each course the faculty taught.

Item #29, Responsibility Factor, is used to apportion the teaching load for courses taught by multiple instructors. Submit separate records for each faculty member and responsibility factor; the total responsibility factor for a class must equal 100 percent.

### Classes Organized After the Official Census Date (Flexible Entry)

Because the CBM008 is an end of semester report, any class organized after the official census date will be included in the data submitted in the semester the course actually ends. For example (1) a class organized after the 12th class day of the fall semester will be reported in the fall if the course ends by the end of the fall term; (2) a class organized any time during the fall semester that ends after the fall term end date will be reported in the spring semester; etc.

On the CBM008, a faculty record for a flex entry class that begins and ends during the semester will be reported with a '1' in Item #17. A faculty record for a class that spans semesters will be reported with a '6' in Item #17.

A reference table showing flex entry instructions for the CBM008 and other applicable reports is available in the *Appendix*.

## Univ. Faculty Report (CBM008)

### Use of Faculty Data Reported

The following measures reported in the Accountability System use data from the faculty report:

#### Fall term

1. Percent of contact hours taught by full-time faculty
2. FTE student/FTE faculty ratio
3. Percent of faculty with advanced degrees
4. Number of faculty full-time and part-time by ethnicity and gender
5. Percent of course sections taught by full-time faculty

#### Fiscal year

1. Appropriations: Appropriated funds per FTE faculty

INSTRUCTIONS FOR FACULTY REPORT

- Item #1      Record Code. Always enter '8'.
- Item #2      Institution Code. Enter the FICE Code of the institution.
- Item #3      Faculty Identification Number. Enter the social security number of the faculty member.
- Item #4      Last Name. Enter the faculty member's last name.
- Item #5      First Name Initial. Enter the initial of the faculty member's first name.
- Item #6      Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #7      Rank. Enter the code indicating the highest academic rank of the faculty member.

<u>Rank</u>	<u>Definition</u>
1 Professor	Include only faculty on tenure-track or with tenure at your institution.
2 Associate Professor	Include only faculty on tenure-track or with tenure at your institution.
3 Assistant Professor	Include only faculty on tenure-track or with tenure at your institution.
4 Instructor	Include all faculty on tenure-track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor.
5 Other faculty	Includes faculty without tenure and not on tenure-track including, but not limited to, adjunct, special, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure-track from another institution.
6 Teaching Assistant	A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (exclude those who only serve as graders or who are included in one of the categories above)

- Item #8      Tenure. Use the institution's criteria or requirements to determine tenure status.
- 0 Non-tenured faculty
- 1 Tenured faculty
- 2 On tenure-track faculty

Univ. Faculty Report (CBM008)

Item #9 Gender. Enter the appropriate code indicating the gender of the faculty member.  
M = Male F = Female

Item #10 Administrative Unit Code. Enter the appropriate code (Appendix D) designating the faculty member's assignment. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty member whose assignment is in a non-instructional area, an administrative unit code of '3333' may be used.

Item #11 Unused.

Item #12 Date of Birth. Enter the year and month in which the faculty member was born in the YYYYMM format where

YYYY = Year; MM = Month; if unknown enter '000000'

Item #13 Percent of Time. Enter the faculty member's percent of time in relation to a full or normal workload at the institution for each appointment (Items #13A-E) during the reporting period. For a faculty member who teaches in the summer, consider that a 100 percent summer workload is equivalent to a 100 percent workload in a fall or spring term. A faculty member teaching one class in the summer would be considered to have a 25% assignment if four classes are considered a full or normal workload. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.).

For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent. A teaching assignment that is considered an overload has a zero percent value. Thus, only the salary of an overload is reported, not the Percent of Time. Enter leading zeros for any percent less than 100 and all zeros for the percent of any appointment that does not apply.

**NOTE:** Appointments are associated with a specific Item #13A-E so the appointment code will not be entered, only the percent of time.

**Items #13A and #13B are related to the Instruction function:**

Item #13A Appointment 01 Percent. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction included in Item #7 of the CBM00S and are not affected by delivery mode. Report only the 01 assignment percent that associated with non-flex-entry classes. If this is a flex- entry assignment, report the appropriate percentage in the Flex-Entry Appointment, Item #15.

Item #13B Appointment 02 Percent. Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc. Any other professional assignments which an institution considers to be directly related to the teaching function.



Univ. Faculty Report (CBM008)

**Items #13C to #13E are related to appointments related to functions other than Instruction:**

- Item #13C Appointment 11 Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings such as colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13B.
- Item #13D Appointment 12 Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.
- Item #13E Appointment 13 Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.
- Item #14 Salary. Salary of the faculty member based on the source of funds as identified in Items #14A through #14Z. Each amount must be entered in whole dollars, right justified, with leading zeros. Exclude from Item #14A through #14X any salary associated with an overload to the teaching function or any salary for flex-entry classes. Enter the overload total salary in Item #14Z. The total salary for the flex-entry classes will be reported in Item #16 during the reporting period in which the classes end, and are reported on the CBM0E1 and CBM00S.
- Item #14A State Appropriations. All funds from state appropriations, including special items, whether funded by general revenue or other educational and general income.
- Item #14D Designated. Funds arising from sources that have been designated by the Board or management to be used for specific purposes. This fund distinguishes such internally-designated funds from externally-restricted funds as well as other current funds. Service department funds and revolving and clearing accounts are also included in this fund group.
- Item #14R Restricted. Funds available for current purposes, the use of which has been restricted by outside agencies or persons.
- Item #14X Auxiliary Enterprises. Funds for activities which furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service such as residence halls, bookstores, intercollegiate athletics, etc.
- Item #14Z Overload. An overload applies when a faculty member is employed full-time (100 percent) and has teaching assignments in addition to the 100 percent load. Enter the total money that applies to the teaching overload disregarding the source.

**NOTE:** For the purposes of this report, salaries are to be computed as follows:

Salary *contracted* for fall semester only – fall salary

Univ. Faculty Report (CBM008)

Salary *contracted* for spring semester only – spring salary

Salary *contracted* for summer semester only – summer salary

Salary *contracted* for nine months session – nine-month salary x .5 for either the fall or spring semester

Salary *contracted* for 12 months – twelve-month salary x .375 for either the fall or spring semester and .25 for the summer semester

THECB Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2), giving a full-time equivalent (FTE) salary for all appointments. Double this amount to yield a nine-month FTE salary amount.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

Item #15 Flex-Entry Appointment Percent. Enter the percent of time for the 01 appointment of the flex-entry class reported on the CBM00S . Enter leading zeros for a percent less than 100. If there is not a flex-entry span or the flex-entry assignment is an overload, enter zeros.

Item #16 Flex-Entry Salary. Enter the total salary/compensation that applies to the flex-entry class, disregarding the source of funds. If there is not a flex-entry span, enter zeros.

Item #17 Flex-Entry. Enter a '1' for the faculty record that contains the flex course so that the corresponding class record in the CBM00S will have a faculty match. If the course is not a flex entry, enter a '0'. Enter a '6' for the faculty course record that spans from the previous semester and is being reported with the same FE code in the CBM00S. This record must be a separate record.

Item #18 Compliance. Enter a '1' if the faculty member is in compliance with the institution's regulations on faculty workload; enter a '2' if not in compliance.

Item #19 Unused.

Item #20 Semester. Enter the code indicating the appropriate semester.

1 Fall      2 Spring      3 Summer

Univ. Faculty Report (CBM008)

Item #21 Year. Enter the calendar year in which the semester occurred. Use the YYYY format. Example: 2011

Item #22 Ethnic Origin. Enter the code indicating whether the faculty member is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #23 Race. Select one or more codes indicating the race of the faculty member.

- |           |   |
|-----------|---|
| Item #23A | 1 White                                     |
| Item #23B | 2 Black or African-American                 |
| Item #23C | 4 Asian                                     |
| Item #23D | 5 American Indian or Alaskan Native         |
| Item #23E | 6 International                             |
| Item #23F | 7 Unknown or Not Reported                   |
| Item #23G | 8 Native Hawaiian or Other Pacific Islander |

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the faculty member has not selected a racial designation.

**CLASS IDENTIFICATION**

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification included in the Course Inventory (CBM003) and reported on the CBM00S.

Univ. Faculty Report (CBM008)

Item #24     Subject Prefix. Enter the subject abbreviation of this course.

Item #25     Course Number. Enter the course number.

Item #26     Section Number. Enter the section number assigned to this class.

**NOTE:** All classes must be assigned a section number.

Item #27     Teaching Load Credit. Enter the teaching load credits (TLC) of each faculty for each class section based on the institution's internal workload policies. Report them to the nearest tenth. Example: 3 TLC will be coded 030; 2.5 TLC as 025. Zero fill if not applicable.

Item #28     Composite Classes. Enter a unique two-digit, alphanumeric code to identify each cross-listed class. Use composite classes or multiple class records for reporting all sections where teaching responsibility is distributed among two or more persons.

Item #29     Responsibility Factor (Percent). Enter the responsibility factor (percent) of the faculty member teaching this section. The responsibility factor for all faculty members reported for a section must always be 100 percent. Zero fill if not applicable.

REPORTING EXAMPLES

1. Mary A. Jones, an associate professor in the Department of English, is teaching full-time in this department for the fall semester, and is teaching 2 courses. Below are the 2 records for this instructor with the affected item #s only:

Item #3	999999999
Item #4	Jones
Item #5	M
Item #6	A
Item #7	2
Item #8	1
Item #9	F
Item #10	0990
Item #13A, B, C, D, E	100, 000, 000, 000, 000
Item #20	1
Item #21	2011
Item #24	ENG
Item #25	101
Item #26	001
Item #27	030
Item #29	100

Item #3	999999999
Item #4	Jones
Item #5	M
Item #6	A
Item #7	2
Item #8	1
Item #9	F
Item #10	0990
Item #13A, B, C, D, E	100, 000, 000, 000, 000
Item #20	1
Item #21	2011
Item #24	ENG
Item #25	102
Item #26	002
Item #27	030
Item #29	100

Univ. Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '8' – Numeric	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Faculty Identification Number – Numeric	8	9
Item #4	Last Name – Alpha; no special characters	17	10
Item #5	First Name Initial – Alpha	27	1
Item #6	Middle Name Initial – Alpha or blank	28	1
Item #7	Rank – Numeric	29	1
Item #8	Tenure - '0', '1', or '2' – Numeric	30	1
Item #9	Gender - 'M' or 'F' – Alpha	31	1
Item #10	Administrative Unit Code – Numeric	32	4
Item #11	Unused	36	1
Item #12	Date of Birth - YYYYMM – Numeric	37	6
Item #13	Percent of Time Assigned:		
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 02 % - Numeric, zero fill	46	3
Item #13C	Appointment 11 % - Numeric, zero fill	49	3
Item #13D	Appointment 12 % - Numeric, zero fill	52	3
Item #13E	Appointment 13 % - Numeric, zero fill	55	3
Item #14	Salary fields - Right justified, no decimals:		
Item #14A	State Appropriations – Numeric, zero fill	58	6
Item #14D	Designated – Numeric, zero fill	64	6
Item #14R	Restricted – Numeric, zero fill	70	6
Item #14X	Auxiliary Enterprises – Numeric, zero fill	76	6
Item #14Z	Overload – Numeric, zero fill	82	6
Item #15	FE Appointment 01 % – Numeric, zero fill	88	3
Item #16	FE Salary – Numeric, zero fill	91	6
Item #17	Flex Entry – Numeric	97	1
Item #18	Compliance - '1' or '2' – Numeric	98	1
<b>Item #19</b>	<b>Unused</b>	<b>99</b>	<b>1</b>
Item #20	Semester - '1', '2', or '3' – Numeric	100	1
Item #21	Year - YYYY format – Numeric	101	4
Item #22	Ethnic Origin	105	1
Item #23	Race:		
Item #23A	White – '1' or blank	106	1
Item #23B	Black or African-American – '2' or blank	107	1
Item #23C	Asian – '4' or blank	108	1

Univ. Faculty Report (CBM008)

		<u>Beginning Position</u>	<u>Length</u>
Item #23D	American Indian or Alaskan Native – '5' or blank	109	1
Item #23E	International – '6' or blank	110	1
Item #23F	Unknown or Not Reported – '7' or blank	111	1
Item #23G	Native Hawaiian or Other Pacific Islander – '8' or blank	112	1
Item #24	Subject Prefix	113	7
Item #25	Course Number	120	7
Item #26	Section Number	127	7
Item #27	Teaching Load Credit	134	3
Item #28	Composite Classes – Alphanumeric	137	2
Item #29	Responsibility Factor	139	3

Univ. Faculty Report (CBM008)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each faculty record.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '8'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Faculty ID	Alphanumeric	Blank or all zeros
4. Last Name	Non-alphabetic	Spaces
5. First Initial	N/A	Number, space, or special character
6. Middle Initial	N/A	Number or special character
7. Rank	N/A	Any value other than '1' thru '6'
8. Tenure	N/A	Any value other than '0', '1', or '2'; Value of '0' if Item #7 Rank = '1' thru '4'; Value of '1' or '2' if Item #7 Rank = '5' or '6'
9. Gender	N/A	Value other than 'M' or 'F'
10. Administrative Unit	N/A	Must be on administrative unit list
11. Unused	N/A	N/A
12. Date of Birth	'000000'	Non-numerical; month less than '01' or greater than '12'; century not = '19'
13A. Percent of 01 Time	Value of '000'	Non-numerical; value of '000' if course information Items #24 thru #26 contain values



Univ. Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>																				
13B-E. Percent of Time	Value of '000'	Non-numerical; sum of time for all appointments is greater than '100' or equal to zero unless Item #17 = '1' or '6'																				
14A-Z. Salary	<table border="1"> <thead> <tr> <th rowspan="2"><u>Rank</u></th> <th colspan="2"><u>Salary</u></th> </tr> <tr> <th><u>Less than</u></th> <th><u>Greater than</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>29,000</td> <td>280,000</td> </tr> <tr> <td>2</td> <td>29,000</td> <td>200,000</td> </tr> <tr> <td>3</td> <td>20,000</td> <td>175,000</td> </tr> <tr> <td>4,5</td> <td>3,200</td> <td>150,000</td> </tr> <tr> <td>6</td> <td>3,200</td> <td>45,000</td> </tr> </tbody> </table>	<u>Rank</u>	<u>Salary</u>		<u>Less than</u>	<u>Greater than</u>	1	29,000	280,000	2	29,000	200,000	3	20,000	175,000	4,5	3,200	150,000	6	3,200	45,000	Non-Numerical
<u>Rank</u>	<u>Salary</u>																					
	<u>Less than</u>	<u>Greater than</u>																				
1	29,000	280,000																				
2	29,000	200,000																				
3	20,000	175,000																				
4,5	3,200	150,000																				
6	3,200	45,000																				
15. FE Appointment 01 %	'000' and Item #16 greater than zero	Non-numerical; value greater than '100'																				
16. FE Salary	N/A	Non-numerical																				
17. Flex Entry	Value of '1' or '6' when Item #15 and #16 are zeros	Value other than '0', '1', or '6'																				
18. Compliance	N/A	Value other than '1' or '2'																				
<b>19. Unused</b>	<b>N/A</b>	<b>N/A</b>																				
20. Semester	N/A	Value other than '1', '2', or '3'																				
21. Year	N/A	Non-numerical; must match header record																				
22. Ethnic Origin	N/A	Value other than '1', '2', or '3'																				
23A. White	N/A	Value other than '1' or space or value = '1' and '7'																				
23B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'																				
23C. Asian	N/A	Value other than '4' or space or value = '4' and '7'																				
23D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'																				

Univ. Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
23E. International	N/A	Value other than '6' or space or value = '6' and '7'
23F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
23G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
24. Subject Prefix	N/A	Blank if Item #13A is > 0; not on course inventory
25. Course Number	N/A	Blank if Item #13A is > 0; not on course inventory
26. Section Number	N/A	Blank if Item #13A is > 0
27. Teaching Load Credit	N/A	Any non-numerical value; sum < 1.25 times the number of CBM00S courses
28. Composite Classes	N/A	N/A
29. Responsibility Factor	N/A	Non-numerical value; numbers not totaling 100% for each section

Univ. Faculty Report (CBM008)

SUMMARY OF FACULTY DATA

**TOTAL FACULTY:** The total faculty headcount is a summation of all CBM008 records except flex-entry only records. The headcount is categorized by gender, ethnic origin, faculty age, tenure status, and rank.

**FACULTY AGE:** The faculty age distribution is calculated using the date of birth of the faculty member and the date of the beginning of the fall semester, which is considered September 1. Faculty age for the Spring semester reports is calculated using the beginning date of the Spring semester, which is considered January 1.

**SALARIES BY SOURCE:** These summaries are compiled from the values summed from Items #14A-Z.

**FACULTY FTE BY APPOINTMENT:** Sum the percent's from all faculty reported at the institution for each appointment code (Items #13A-E) and divide the results by 100.

Mismatches:

The CBM008 will also be validated with these calculations:

- An instructor assigned to a class in the CBM008 that is not reported in the CBM00S will report an error.
- An instructor teaching greater than 25 classes will be reported as an error.
- A class reported for a student in the CBM00S that does not have an assigned instructor in the CBM008 will report an error.

FY 20XX COST STUDY CBM004/CBM008 SALARY/SCH BY SEMESTER

This report summarizes the semester credit hours from the CBM004 and the dollars from the CBM008 allocated by level and fund for the current semester of the Fiscal Year Cost Study. The teaching faculty dollars are computed from the faculty who have an 01 and/or 02 appointment on the CBM008 and are distributed to each class section taught by a faculty member based on the TLCs reported on the CBM004. The dollars by CIP (class section) are then allocated by fund and level using the SCH criteria. This report shows the results of the dollar allocation. This report will be provided immediately upon the CBM004/CBM008 reports becoming error-free.

# Univ. Faculty Report (CBM008)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM008 EDIT SUMMARY FROM RunDate: 06/08/2011 Time: 17:45:10  
 STATE UNIVERSITY 000001 SUMMER 2011

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	2,215	0	0
ITEM 2 Inst. Code	2,215	0	0
ITEM 3 Faculty Id	2,215	0	0
ITEM 4 Faculty Last Name	2,215	0	0
ITEM 5 First Initial	2,215	0	0
ITEM 6 Middle Initial	2,215	0	0
ITEM 7 Rank	1,896	143	176
ITEM 8 Tenure	2,039	0	176
ITEM 9 Gender	2,215	0	0
ITEM 10 Admin Unit Code / Department	2,214	0	1
ITEM 12 Date Of Birth	2,174	41	0
ITEM 13A Appointment 01 %	2,182	33	0
ITEM 13B Appointment 02 %	2,182	33	0
ITEM 13C Appointment 11 %	2,182	33	0
ITEM 13D Appointment 12 %	2,182	33	0
ITEM 13E Appointment 13 %	2,182	33	0
ITEM 14A Salary - State Approved	2,038	177	0
ITEM 14D Salary - Designated	2,038	177	0
ITEM 14R Salary - Restricted	2,038	177	0
ITEM 14X Salary - Aux Enter	2,038	177	0
ITEM 14Z Salary - OverLoad	2,038	177	0
ITEM 15 Fe Appointment 01 %	2,215	0	0
ITEM 16 Fe Salary	2,170	45	0
ITEM 17 Fe Faculty Record	2,214	0	1
ITEM 18 Compliance	2,214	0	1
ITEM 19 Unused	2,214	0	1
ITEM 20 Semester	2,215	0	0
ITEM 21 Year	2,215	0	0
ITEM 22 Ethnic Origin	2,215	0	0
ITEM 23 Race	2,215	0	0
ITEM 23A White	2,215	0	0
ITEM 23B Black	2,215	0	0
ITEM 23C Asian	2,215	0	0
ITEM 23D Native American-Alaskan	2,215	0	0
ITEM 23E International	2,215	0	0
ITEM 23F Unknown	2,215	0	0
ITEM 23G PacificIslander-NativeHawaiian	2,215	0	0
ITEM 24 Subject Prefix	2,205	0	10
ITEM 25 Subject Number	2,205	0	10
ITEM 26 Section Number	2,205	0	10
ITEM 27 Teaching Load Cedit	2,215	0	0
ITEM 28 Composit Class	2,215	0	0
ITEM 29 Responsibility factor	2,205	0	10

TOTAL Report Records	2,215		
CONTROL TOTAL	2,215	DISCREPANCY	0
Total Recs on Db	2,215		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	186		
Total Questionable Recs on Db	211		
Total Non Error Records on Db	2,029		
Total Rejected Records	0		
Total TLC	632.8		

\*\*\*\* ERROR The Sum of TLC Is less than 1.25 Times the number of records. \*\*\*\* ERROR \*\*\*\* REF1102

Univ. Faculty Report (CBM008)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 UNIV-CBM008 Race and Ethnicity of Faculty  
 SUMMER 2011 STATE UNIVERSITY 000001 RunDate: 06/08/2011 Time: 17:45:10

White	29
Black	0
Hispanic	3
Asian	0
American Indian/Alaskan Native	0
Native Hawaiian/Other Pacific Islander	0
Multi-Racial	0
International	15
Ethnic Origin/Race Unknown	2,168
Total	2,215

Multi-Racial where Race is Black 0

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of SR-CBM008 Data From Prior Year RunDate: 06/08/2011 Time: 17:45:10  
 STATE UNIVERSITY 000001 SUMMER 2011

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Edit Of SR-CBM008 Data From RunDate: 06/08/2011 Time: 17:45:10  
 STATE UNIVERSITY 000001 SUMMER 2011

Gender	
Male	1,079
Female	950
Total	2,029

Age	
Unknown	0
Under 20	0
20 - 30	216
31 - 40	292
41 - 50	487
51 - 60	597
61 - 65	211
Over 65	204
UnReported(not in avg)	22
Average Age	49.0
Total	2,029

Tenure	
Tenured	696
Not Tenured	923
On Tenure Track	410
Total	2,029

Rank	In Compliance	Not In Compliance	Full Time/ NewHire
Professors	366	0	2
Associate Professors	373	0	3
Assistant Professors	367	0	42
Instructor	0	0	0
Teaching Assistants	203	0	0
Other Faculty	720	0	34
Total	2,029	0	81

Salaries By Source	
State Appropriated	40,875,774
Designated	5,767,787
Restricted	3,255,218
Auxiliary	0

## Univ. Faculty Report (CBM008)

Faculty FTE By Appointment	
Appointment 01	1,219.00
Appointment 02	170.81
Appointment 11	22.57
Appointment 12	241.59
Appointment 13	0.00
Total	1,653.97
OverLoad Salaries	215,623
Flex Entry Salaries	0
Flex Entry FTE	0.00
Ethnic Origin	
Hispanic or Latino Origin	3
Not Hispanic or Latino Origin	29
Not Answered	1,997
Total	2,029
Race	
Multi-racial	0
White only	29
Black only	0
Hispanic only	3
Asian only	0
American Indian/Alaskan Native only	0
International only	15
Native Hawaiian/Other Pacific Islander only	0
Ethnic Origin/Race Unknown	1,982
Total	2,029
Races reported in Multi-racial	
White	0
Black	0
Asian	0
American Indian/Alaskan Native	0
Native Hawaiian/Other Pacific Islander	0
International	0
Non Flexible Entries	2,029
Flexible Entry Records	0
Total Faculty Records	2,029

\*\*\*Note: Totals are net errors.



## GRADUATION REPORT CBM009

The CBM009 Graduation Report reflects degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported, except when reporting the baccalaureate-level and graduate-level certificates. The CIP of a certificate must be a CIP code on the institution's program inventory.

If a student is awarded more than one award in a reporting period, enter separate records for each degree and/or certificate. Double majors at the baccalaureate level should be reported only if:

- 1) a student is reported on the CBM009 as an award recipient;
- 2) the second degree is 30 or more SCH beyond the first program; and
- 3) the institution grants both awards to the student.

The CBM009 Appendix is extracted from the current Degree Program Inventory file and placed in each institution's output folder in the fall before the CBM009 is due. It contains (a) the degree designation to be reported, (b) the level, and (c) the CIP code of each program authorized by the Texas Higher Education Coordinating Board. The data submitted in Items #7, #8, and #9 of each CBM009 record correspond to (a), (b), and (c) above and will be validated against the Degree Program Inventory file.

### Nursing Shortage Reduction Program

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing records must be error-free to be included in the count for funding.

### Double Major

A student who fulfills the specified requirements for two different majors under a single degree, simultaneously prior to graduation, completes a double major. For example, a student may complete a Bachelor of Arts in History and a Bachelor of Arts in Political Science – both B.A. degrees – or a Bachelor of Science in Psychology and a Bachelor of Science in Biology – both B.S. degrees. Prerequisite and field of study courses are requested to complete both majors.



Univ. Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

- Item #1 Record Code. Always enter '9'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the social security number of the student or the nine-digit identification for students without a social security number.
- Item #4 Gender. Enter the gender of the students.  
M = Male      F = Female
- Item #5 Unused
- Item #6 Date of Birth. Enter YYYYMMDD (all four digits of the year, two digits of the month, and two digits of the day for date of birth for the student).
- Item #7 Degree Conferred. Enter the abbreviation of the degree (e.g., CER, BA, MS, PhD as it appears in the institution's CBM009 Appendix). The degree conferred for baccalaureate-level and graduate-level certificates will be identified with 'CER'. Do not include certificates that are awarded to continuing education students and do not include teacher certifications.
- Item #8 Level of Degree or Certificate Conferred. (i.e., 1 - Associate, 2 - Baccalaureate, etc.) See CBM009 Appendix for level of degree. The level of the courses dictates the certificate level.

- |  |   |
|--|---|
| 1 Associate                                | 5 Doctor's Degree-Professional Practice |
| 2 Baccalaureate                            | 6 Baccalaureate-Level Certificate       |
| 3 Master's                                 | 8 Graduate-Level Certificate            |
| 4 Doctor's Degree-Research/<br>Scholarship |   |

**NOTE:**

Baccalaureate-Level Certificate – An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.

Graduate-Level Certificate – A graduate-level certificate that requires the completion of an organized program of study that includes 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

Specialist Degree – A degree program awarded for study beyond the master's degree but below the doctorate that typically requires 60-70 semester credit hours

Univ. Graduation Report (CBM009)

beyond a bachelor's degree (or about 30 beyond a master's degree). It is designed as a terminal degree and reported at the master's level.

Item #9 Major. Enter the eight-digit CIP code in which the degree/certificate was earned. The CIP classification you will provide for baccalaureate-level and graduate-level certificates must be the same as the baccalaureate or graduate level degree program in the Program Inventory to which they support, unless the certificate program is in the Program Inventory.

**Note: the major reported in this item will be used when producing graduation reports.**

Item #10 Reporting Period. Always enter '1'.

Item #11 Year. Enter all four digits of the year in which the report is submitted.

Item #12 Non-Disclosure. Enter a '2' to indicate that the student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #13 Month of Award. Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

Item #14 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #15 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #16 Middle Name Initial. Enter the initial of the student's middle name.

Item #17 Self-Supported Program. Enter 'X' to identify students who graduated in a self-supported program. These students should have been reported on the CBM00X. Leave blank if not.

Item #18 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #19 Race. Select one or more codes indicating the race of the student.

- |           |   |
|-----------|---|
| Item #19A | 1 White                                     |
| Item #19B | 2 Black or African-American                 |
| Item #19C | 4 Asian                                     |
| Item #19D | 5 American Indian or Alaskan Native         |
| Item #19E | 6 International                             |
| Item #19F | 7 Unknown or Not Reported                   |
| Item #19G | 8 Native Hawaiian or Other Pacific Islander |

## Univ. Graduation Report (CBM009)

Item #20 Second Major of Double Major Degree. Enter the eight-digit CIP code of the second major of the double major bachelor's degree. Leave blank if no second major. Do not report minor concentrations in this item.

### **Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

### **Notes:**

- a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.
- b) Report the ethnicity of students who were coded 'A' in Item #7 on the CBM001.
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Univ. Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record - Always '9'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Unused	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Degree Conferred - Left justified, space filled	27	8
Item #8	Level of Degree Conferred	35	1
Item #9	Major - Numeric	36	8
Item #10	Reporting Period - Always '1'	44	1
Item #11	Year - YYYY - Numeric	45	4
Item #12	Non-Disclosure – Numeric	49	1
Item #13	Month of Award	50	2
Item #14	Last Name – Alpha	52	20
Item #15	First Name – Alpha	72	10
Item #16	Middle Name Initial – Alpha	82	1
Item #17	Self-Supported Program – Alpha	83	1
Item #18	Ethnic Origin	84	1
Item #19	Race:		
Item #19A	White – '1' or blank	85	1
Item #19B	Black or African-American – '2' or blank	86	1
Item #19C	Asian – '4' or blank	87	1
Item #19D	American Indian or Alaskan Native – '5' or blank	88	1
Item #19E	International – '6' or blank	89	1
Item #19F	Unknown or Not Reported – '7' or blank	90	1
Item #19G	Native Hawaiian or Other Pacific Islander – '8' or blank	91	1
Item#20	Second Major of Double Major Degree –numeric or blank	92	8

Univ. Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Institution Code	N/A	Must match value on header record and be on list of valid FICE codes
3. Student ID Number	Duplicate entries; alpha characters	Blank; special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Unused	N/A	N/A
6. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7. Degree Conferred	If Item #7 = Item #9 for a student ID	Must match institution's inventory of approved degree programs
8. Level of Degree	N/A	Must match institution's inventory of approved degree programs
9. Major	If Item #9 = Item #7 for a student ID	Must match institution's inventory of approved degree programs
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Must match value on header record
12. Non-Disclosure	N/A	Any value except '2' or '0'
13. Month of Award	N/A	Any value other than '01' thru '12'

Univ. Graduation Report (CBM009)

<u>ITEMNUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
14. Last Name	N/A	Blank, numerical
15. First Name	Blank	Numerical
16. Middle Name Initial	N/A	Numerical
17. Self-Supported Program	N/A	Any value except blank or 'X'
18. Ethnic Origin	N/A	Value other than '1', '2', or '3'
19A. White	N/A	Value other than '1' or space or value = '1' and '7'
19B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
19C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
19D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
19E. International	N/A	Value other than '6' or space or value = '6' and '7'
19F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
19G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
20. Second Major of Double Major		Must match institution's inventory of approved Degree programs; Item #8 (Degree Level) not = '2' when second major not Blank; Equal to Item #9 (Major).

**DISCREPANCY:** The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

Univ. Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED

HEADCOUNT: The headcount is a summation of non-duplicative CBM009 records.

TOTAL DEGREES/CERTIFICATES: The total number of degrees/certificates is the summation of CBM009 records. Degrees/certificates are summarized by gender, age, and ethnic origin.

AGE: The age distribution is calculated by subtracting the date of birth from the beginning date of the fiscal year in which the data were collected.

DEGREE LEVEL: Headcount by degree level is determined by codes assigned in Item #8.

NON-DISCLOSURE: The summary is based on the code of '2' in Item #12.

# Univ. Graduation Report (CBM009)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM009 EDIT SUMMARY FROM RunDate: 10/15/2010 Time: 18:33:27  
 LONE STAR UNIVERSITY 003304 FALL 2010

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	998	0	0
ITEM 2 INST. CODE	998	0	0
ITEM 3 STUDENT ID	993	5	0
ITEM 4 GENDER	998	0	0
ITEM 6 DATE OF BIRTH	998	0	0
ITEM 7 Degree Conferred	998	0	0
ITEM 8 Level of Award	998	0	0
ITEM 9 Major	998	0	0
ITEM 10 SEMESTER	998	0	0
ITEM 11 YEAR	998	0	0
ITEM 12 Non Disclosure	998	0	0
ITEM 13 Month of Award	998	0	0
ITEM 14 Last Name	998	0	0
ITEM 15 First Name	998	0	0
ITEM 16 Middle Initial	998	0	0
ITEM 17 Self-Supported Prog	998	0	0
ITEM 18 Ethnic Origin	998	0	0
ITEM 19 Race	998	0	0
ITEM 19A White	998	0	0
ITEM 19B Black/African-Amer	998	0	0
ITEM 19C Asian	998	0	0
ITEM 19D American Ind/Alask Nat	998	0	0
ITEM 19E International	998	0	0
ITEM 19F Unknown/Not Reported	998	0	0
ITEM 19G Nat Hawaiian/Other Pac Is	998	0	0
TOTAL Report Records	998		
CONTROL TOTAL	998	DISCREPANCY	0
Total Recs on Db	998		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	5		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	5		
Total Non Error Records on Db	998		
Total Rejected Records	0		



# Univ. Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of SR-CBM009 Data From Prior Year RunDate: 10/15/2010 Time: 18:33:27  
 LONE STAR UNIVERSITY 003304 FALL 2010

	2010/1	2009/1	% Diff
Total Students	985	960	2.60%
Duplicates	13	9	44.44%
Total	998	969	2.99%
Gender	2010/1	2009/1	% Diff
Male	400	389	2.83%
Female	598	580	3.10%
Total	998	969	2.99%
Age	2010/1	2009/1	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	44	45	-2.22%
22-24	535	531	0.75%
25-30	244	230	6.09%
31-35	65	64	1.56%
36-50	88	80	10.00%
51-64	22	19	15.79%
65 and Older	0	0	0.00%
UnReported(not in avg)	0	0	0.00%
Average Age	27	26	0.91%
Total	998	969	2.99%
Classification	2010/1	2009/1	% Diff
Associate	70	72	-2.78%
Baccalaureate	785	760	3.29%
Masters	143	137	4.38%
Doctor's-Research/Scholarship	0	0	0.00%
Doctor's-Professional Practice	0	0	0.00%
Baccalaureate-Level Cert.	0	0	0.00%
Graduate-Level Certificate	0	0	0.00%
Total	998	969	2.99%
Non Disclosure	2010/1	2009/1	% Diff
Non Disclosure	4	9	-55.56%
Total	4	9	-55.56%
Ethnic Origin	2010/1	2009/1	% Diff
Hispanic or Latino Origin	295	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	698	*No Exact Historic Data Available	
Not Answered	5	*No Exact Historic Data Available	
Total	998	*No Exact Historic Data Available	
Race	2010/1	2009/1	% Diff
Multi-racial	57	*No Exact Historic Data Available	
White only	545	*No Exact Historic Data Available	
Black only	94	*No Exact Historic Data Available	
Hispanic only	238	*No Exact Historic Data Available	
Asian only	31	*No Exact Historic Data Available	
American Indian/Alaskan Native only	3	*No Exact Historic Data Available	
International only	21	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	7	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available	
Total	998	*No Exact Historic Data Available	
Races reported in Multi-racial	2010/1	2009/1	% Diff
White	79	*No Exact Historic Data Available	
Black	26	*No Exact Historic Data Available	
Asian	8	*No Exact Historic Data Available	
American Indian/Alaskan Native	1	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	

Univ. Graduation Report (CBM009)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM009 Data From  
 LONE STAR UNIVERSITY 003304

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RunDate: 10/15/2010 Time: 18:33:27

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Remarks
9	003304	22222222 -----	F		19720722	MSN	3	51161600	1	2010	0 08	STUDENT1 MICHELLE
9	003304	22222222 -----	F		19720722	BSN	2	51160100	1	2010	0 08	STUDENT1 MICHELLE Q
9	003304	44444444 -----	F		19800401	BBA	2	52030100	1	2010	0 08	Mult. Degree Records. REF0418 STUDENT2 KATHLEEN I
9	003304	44444444 -----	F		19800401	MBA	3	52030100	1	2010	0 08	STUDENT2 KATHLEEN I Q
9	003304	66666666 -----	F		19850814	MBA	3	52030100	1	2010	0 05	Mult. Degree Records. REF0418 STUDENT3 TAMARA M
9	003304	66666666 -----	F		19850814	BBA	2	52030100	1	2010	0 05	STUDENT3 TAMARA M Q
9	003304	88888888 -----	F		19841119	BBA	2	52030100	1	2010	0 12	Mult. Degree Records. REF0418 STUDENT4 JACKLYN I
9	003304	88888888 -----	F		19841119	MBA	3	52030100	1	2010	0 12	STUDENT4 JACKLYN I Q
9	003304	11111111 -----	M		19840823	BBA	2	52030100	1	2010	0 08	Mult. Degree Records. REF0418 STUDENT5 CHRISTOPHE J
9	003304	11111111 -----	M		19840823	MBA	3	52030100	1	2010	0 08	STUDENT5 CHRISTOPHE J Q
9	003304	11111111 -----	M		19840823	BS	2	31050110	1	2010	0 08	Mult. Degree Records. REF0418 STUDENT5 CHRISTOPHE J Q
												Mult. Degree Records. REF0418

Total Rejected Records 0  
 Total Records on DataBase 998  
 Total Non Error Records 998  
 Total Error Records 0  
 Total Questionable Records 5  
 Total Rejected Records 0

Items In Error Are Indicated By (\*), Questionable By (-)

## FACILITIES ROOM INVENTORY REPORT CBM011

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes distinctions for all types of space within a building and its intended design function. Space Use Codes and Functional Category Codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. Visit <http://www.txhighereddata.org/ReportingManuals.cfm> to view the appendices.

### Basis for Classification

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's Space Use Code and Functional Category Code should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual. A room's Space Use Code and Functional Category Code can change between inventories or audit dates. A room's Space Use Code does not change until its basic design function has changed. Space Use Code 060 can be used temporarily to reflect non-assigned space while it is undergoing a conversion by remodeling.

### Rooms to be Included

Space Use Codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Functional Category Codes 91 and 92. The Appendices to this manual include Space Use Codes for circulation areas, building service, mechanical, and structural areas, which are classified as non-assigned space.

## Univ. Facilities Room Inventory Report (CBM011)

### Rooms Not to be Included

Residential rooms in a facility with Building Type Codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type Code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

### Addition of Rooms

The addition of rooms should be reported on an on-going basis.

### CIP Code and Functional Category Limitations

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, precisely to identify space being used by a particular discipline, department, or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at <http://www.txhighereddata.org/Interactive/CIP/>. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

### Basis for Room Measurement

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

### Space Use Codes

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with "0". For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service

## Univ. Facilities Room Inventory Report (CBM011)

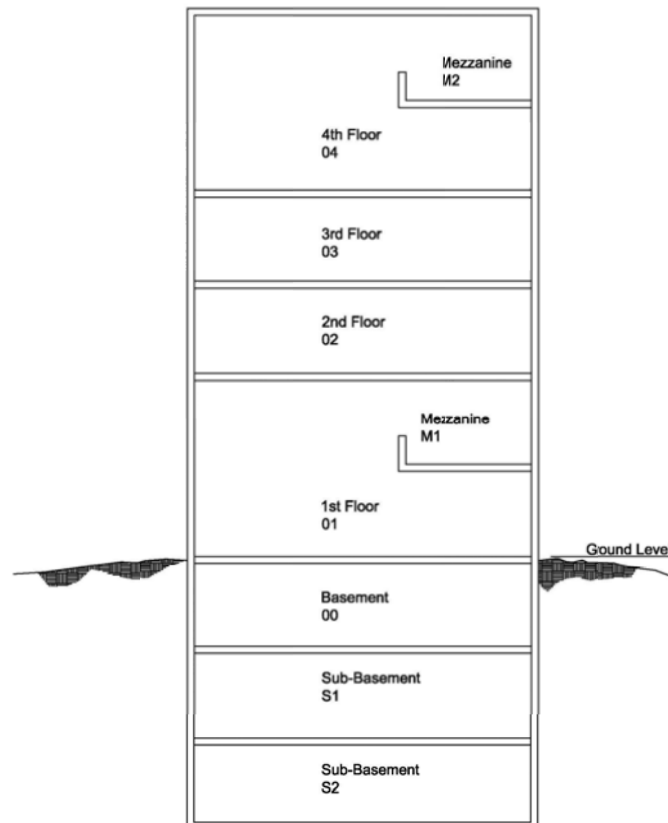
code should be used. Support or service space is identified by Space Use Codes ending with "5".

### Proration of Use

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

### Floor (optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.) mezzanines should be coded with an 'M' in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration



Univ. Facilities Room Inventory Report (CBM011)

INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

- Item #1 Record Code. Always enter 'R'.
- Item #2 Institution Code. Enter the FICE code of the institution. See Appendix A.
- Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

- Item #4 Building Number. Enter the assigned building number.
- Item #5 Room Number. Enter the assigned room number.
- Item #6 Primary CIP Code. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #7 Omitted.
- Item #8 Space Use Code. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.
- Item #9 Primary Functional Category Code. Enter the primary functional category code. See Appendix G.
- Item #10 Primary CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.
- Item #11 Room Area. See Glossary of Facilities Terms (Appendix I).
- Item #12 Omitted.
- Item #13 Omitted.
- Item #14 Omitted.
- Item #15 Omitted.
- Item #16 Omitted.
- Item #17 Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.
- Item #18 Secondary CIP Code. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #19 Omitted.

Univ. Facilities Room Inventory Report (CBM011)

- Item #20    Secondary Functional Category Code. Enter the secondary functional category code. See Appendix G.
- Item #21    Secondary CIP Percent. Enter the percentage of the secondary CIP code reported in Item #18.
- Item #22    Remaining CIP Code. Enter the remaining CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #23    Omitted.
- Item #24    Remaining Functional Category Code. Enter the remaining functional category code. See Appendix G.
- Item #25    Remaining CIP Percent. Enter the percentage of the remaining CIP code reported in Item #22.
- Item #26    Record Identification. Always enter '11'.
- Item #27    Floor. Optional. Floor number (01, 02, 03, etc.)

Univ. Facilities Room Inventory Report (CBM011)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'R'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Room Number – Alphanumeric	18	16
Item #6	Primary CIP Code – Numeric	34	6
Item #7	Omitted	40	2
Item #8	Space Use Code – Alphanumeric	42	3
Item #9	Primary <u>Functional Category</u> Code – Numeric	45	2
Item #10	Primary CIP Percent – Numeric	47	3
Item #11	Room Area	50	8
Item #12-16	Omitted	58	12
Item #17	Student Station Capacity – Numeric	70	4
Item #18	Secondary CIP Code – Numeric	74	6
Item #19	Omitted	80	2
Item #20	Secondary <u>Functional Category</u> Code – Numeric	82	2
Item #21	Secondary CIP Percent – Numeric	84	3
Item #22	Remaining CIP Code – Numeric	87	6
Item #23	Omitted	93	2
Item #24	Remaining <u>Functional Category</u> Code – Numeric	95	2
Item #25	Remaining CIP Percent – Numeric	97	3
Item #26	Record Identification – Always '11'	100	2
Item #27	Floor	102	2



Univ. Facilities Room Inventory Report (CBM011)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'R'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Must match CBM014
5. Room Number	N/A	Special characters
6. Primary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
7. Omitted		
8. Space Use Code	N/A	Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07
9. Primary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #6 filled
10. Primary CIP Percent	N/A	Not numeric if Item #6 filled
11. Room Area	N/A	Not numeric if Item #6 filled
12. Omitted		
13. Omitted		
14. Omitted		
15. Omitted		
16. Omitted		

Univ. Facilities Room Inventory Report (CBM011)

<u>ITE 1 NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17. Student Station Capacity	N/A	Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680
18. Secondary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
19. Omitted		
20. Secondary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #18 filled
21. Secondary CIP Percent	N/A	Not numeric if Item #18 filled
22. Remaining CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
23. Omitted		
24. Remaining Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #22 filled
25. Remaining CIP Percent	N/A	Not numeric if Item #22 filled
26. Record Identification	N/A	Any value except '11'
27. Floor (optional)	N/A	N/A

## Univ. Facilities Room Inventory Report (CBM011)

### SPACE EXCLUDED FROM E&G SPACE CALCULATION

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services)
CIP 817500	Alumni Relations
CIP 999999	Unknown use by External Agencies with Functional Category Code 92
Space Use Code 523	Indoor Athletic Facilities Spectator Seating
Space Use Code 630 – 635	Food Facility and Food Facility Service
Space Use Code 660 – 665	Merchandising and Merchandising Service
Space Use Code 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Space Use Code 810 – 895	These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22)
Space Use Code 910 – 970	Residential Facilities
Space Use Code 050 – 070	Inactive areas permanently or temporarily incapable of use
Space Use Code M10, U10, and W10	Men's, Unisex, and Women's public restrooms
Space Use Code WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space)
Functional Category Codes 02 – 07	Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Functional Category Codes 31 – 35	Public Service
Functional Category Code 42	Museums and Galleries
Functional Category Code 52	Social and Cultural Development outside the degree curriculum

Univ. Facilities Room Inventory Report (CBM011)

Functional Category Codes 55 – 57	Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000)
Functional Category Codes 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Functional Category Code 91	Independent Operations/Institutional
Functional Category Code 92	Independent Operations/External Agencies (Use CIP 999999 for unknown use)

# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM011 Room EDIT SUMMARY FROM RunDate: 09/15/2010 Time: 18:15:08  
 LONE STAR UNIVERSITY 003304 ANNUAL 2010

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	36	0	0
ITEM 2	Inst. Code	36	0	0
ITEM 3	Report Year	36	0	0
ITEM 4	Building Number	35	0	1
ITEM 5	Room Number	35	0	1
ITEM 6	Primary CIP Code	36	0	0
ITEM 8	Space Use Code	36	0	0
ITEM 9	Primary Funct Cat Code	36	0	0
ITEM 10	Primary CIP Percent	36	0	0
ITEM 11	Room Area	36	0	0
ITEM 17	Student Station Capacity	36	0	0
ITEM 18	Secondary CIP Code	36	0	0
ITEM 20	Secondary Funct Cat Code	36	0	0
ITEM 21	Secondary CIP Percent	36	0	0
ITEM 22	Remaining CIP Code	36	0	0
ITEM 24	Remaining Funct Cat Code	36	0	0
ITEM 25	Remaining CIP Percent	36	0	0
ITEM 26	Record Identification	36	0	0
ITEM 27	Floor	36	0	0

TOTAL Report Records	36			
CONTROL TOTAL	36	DISCREPANCY		0
Total Recs on Db	36			
Number Of Non-Unique/ Duplicated Id's	0			
Number Of Duplicate Records	1			
Number Of Relative Duplicate Questionabl	0			
Number Of Relative Duplicate Error	0			
Total Error Recs on Db	1			
Total Error Other	3			
Total Questionable Recs on Db	0			
Total Non Error Records on Db	35			
Total Rejected Records	0			



# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

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## Building Size and Cost Data

BUILDING NUMBER	BUILDING NAME	GROSS AREA	ASSIGN AREA	E & G SQ.FT.	OCCUP DATE	FLOORS	N	W	O	Y	N
0001	HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004	BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005	UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006	MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007	FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010	MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011	FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012	DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013	FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015	BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017	MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0018	MCGAHA HALL	6,789	6,220	2,761	1949	1	1	1	1	1	2
0019	INSTRUMENTAL MUSIC HALL	7,815	2,505	1,539	1949	2	1	1	1	1	2
0020	PAINT SHOP	1,987	1,884	1,732	1949	1	1	1	1	4	2
0021	MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022	ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023	BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
0024	CLARK STUDENT CENTER	70,890	0	0	1951	1	1	1	1	3	3
0025	MOFFETT LIBRARY	93,676	59,181	58,484	1964	3	1	1	1	1	3
0026	KILLINGSWORTH HALL	68,658	41,195	0	1965	6	1	1	1	6	3
0027	RESIDENCE HALL MECHANICAL BUILDING	1,296	0	0	1965	1	1	1	1	4	3
0029	PIERCE HALL	49,913	29,948	0	1966	3	1	1	1	6	3
0030	FAIN HALL	8,060	5,766	0	1945	2	1	1	1	9	3
0031	VINSON HEALTH CENTER	3,108	1,804	0	1949	1	1	1	1	3	2
0032	CENTRAL PLANT	10,789	8,192	8,192	1967	2	1	1	1	4	3
0033	TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034	D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035	PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036	OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037	SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038	PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039	SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0044	SIKES HOUSE	9,626	5,776	0	1938	3	1	1	1	7	2
0045	GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046	ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0047	CARRIAGE HOUSE	1,080	1,148	0	1938	2	1	1	1	4	2
0048	MARCHMAN HALL	8,904	5,342	0	1959	2	1	1	1	6	2
0049	SIKES LAKE CENTER	8,836	8,558	0	1975	1	1	1	1	1	7
0050	BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2
0051	MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4

Univ. Facilities Room Inventory Report (CBM011)

0052 JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	0	1986	1	1	1	3	8	7
0053 BEAWOOD-O'DONOHUE HALL	65,060	35,371	32,408	1950	2	1	1	1	1	3
0054 UNIVERSITY POLICE	2,536	1,390	0	1997	1	1	1	1	3	2
0055 BIOLOGY HOUSE	3,778	2,267	0	1953	1	1	1	1	6	2
0056 HONORS HOUSE	3,395	2,037	0	1961	2	1	1	1	6	2
0057 SEISMOMETER BUILDING	144	0	0	2003	1	1	1	1	1	2
0060 SIKES LAKE RESTROOM	612	508	0	2005	1	1	1	2	3	2
TOTALS	1,080,064	483,853								



# Univ. Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD

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PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010  
003304 LONE STAR UNIVERSITY  
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

09/15/2010 06:15:09

## CAMPUSWIDE SPACE SUMMARY

	SQUARE FEET
GROSS SQUARE FEET	1,080,064
TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)	441,788
NON ASSIGNABLE SQUARE FEET	638,276
NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED	308
TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE	264,689

## TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

FUNCTION	NET ASSIGNABLE SQ. FT.
10 INSTRUCTION	164,349
20 RESEARCH	0
30 PUBLIC SERVICE	169
40 ACADEMIC SUPPORT	0
41 LIBRARY	57,322
50 STUDENT SERVICE	167,963
SUBTOTAL	389,803
60 INSTRUCTIONAL ADMINISTRATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308

# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART E, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
 TOTAL CAMPUS SPACE BY ROOM TYPE

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TYPE OF ROOM	NASF	E&G NASF	
110 CLASSROOM	28,730	28,730	
115 CLASSROOM SERVICE	916	916	
	<b>SUBTOTAL</b>	<b>29,646</b>	<b>29,646</b>
210 CLASS LABORATORY	7,857	7,857	
215 CLASS LABORATORY SERVICE	213	213	
220 SPECIAL CLASS LABORATORY	2,996	2,996	
225 SPECIAL CLASS LABORATORY SERVICE	1,789	1,191	
230 INDIVIDUAL STUDY LABORATORY	678	678	
235 INDIVIDUAL STUDY LABORATORY SVC.	0	0	
	<b>SUBTOTAL</b>	<b>13,533</b>	<b>12,935</b>
250 NON-CLASS LABORATORY		1,493	1,493
255 NON-CLASS LABORATORY SERVICE		173	173
	<b>SUBTOTAL</b>	<b>1,667</b>	<b>1,667</b>
OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY			
310 OFFICE	49,250	41,512	
315 OFFICE SERVICE	9,107	5,337	
350 CONFERENCE ROOM	5,623	581	
355 CONFERENCE ROOM SERVICE	343	343	
	<b>SUBTOTAL</b>	<b>64,323</b>	<b>47,773</b>
OFFICE SPACE WITH 41 ROOM USE-LIBRARY			
310 OFFICE	4,095	4,095	
315 OFFICE SERVICE	547	547	
350 CONFERENCE ROOM	326	326	
355 CONFERENCE ROOM SERVICE	0	0	
	<b>SUBTOTAL</b>	<b>4,968</b>	<b>4,968</b>
410 READING/STUDY ROOM	9,986	9,124	
420 STACK	10,141	10,141	
430 OPEN STACK STUDY ROOM	31,209	31,063	
440 PROCESSING ROOM	1,063	1,063	
455 STUDY SERVICE	1,272	964	
	<b>SUBTOTAL</b>	<b>53,671</b>	<b>52,355</b>
510 ARMORY	0	0	
515 ARMORY SERVICE	0	0	
520 ATHLETIC/PHYSICAL EDUCATION	70,092	56,163	

## Univ. Facilities Room Inventory Report (CBM011)

523	ATHLET. FACIL. SPECTATOR SEATING	662	0
525	ATHLETIC/PHYSICAL EDUCATION SVC.	21,450	15,818
530	MEDIA PRODUCTION	163	163
535	MEDIA PRODUCTION SERVICE	0	0
540	CLINIC (NON-HEALTH PROFESSIONS)	0	0
545	CLINIC SERVICE (NON-HEALTH)	0	0
550	DEMONSTRATION	0	0
555	DEMONSTRATION SERVICE	0	0
560	FIELD BUILDING	0	0
570	ANIMAL QUARTERS	0	0
575	ANIMAL QUARTERS SERVICE	0	0
580	GREENHOUSE	1,525	1,525
585	GREENHOUSE SERVICE	637	637
590	OTHER	76	76
	SUBTOTAL	94,605	74,382
610	ASSEMBLY	0	0
615	ASSEMBLY SERVICE	0	0
620	EXHIBITION	0	0
625	EXHIBITION SERVICE	0	0
630	FOOD FACILITIES	658	0
635	FOOD FACILITIES SERVICE	704	0
640	DAY CARE	0	0
645	DAY CARE SERVICE	0	0
650	LOUNGE	518	289
655	LOUNGE SERVICE	440	65
660	MERCHANDISING FACILITIES	1,323	0
665	MERCHANDISING FACILITIES SERVICE	129	0
670	RECREATION	0	0
675	RECREATION SERVICE	12,053	0
680	MEETING ROOM	0	0
685	MEETING ROOM SERVICE	0	0
690	LOCKER ROOM	230	230
	SUBTOTAL	16,055	584
710	COMPUTER/TELECOMMUNICATIONS	0	0
715	COMPUTER/TELECOMMUNICATIONS SVC.	299	102
720	SHOP	17,107	13,783
725	SHOP SERVICE	2,787	2,787
730	CENTRAL STORAGE	22,220	22,220
735	CENTRAL STORAGE SERVICE	0	0
740	VEHICLE STORAGE FACILITY	0	0
745	VEHICLE STORAGE FACILITY SERVICE	1,417	1,417
750	CENTRAL FOOD STORES	0	0
755	CENTRAL FOOD STORE SERVICE	0	0
760	HAZARDOUS MATERIALS	72	72
765	HAZARDOUS MATERIALS SERVICE	0	0
770	CENTRAL SUPPORT	0	0
775	CENTRAL SUPPORT SERVICE	0	0

## Univ. Facilities Room Inventory Report (CBM011)

	SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM	272	0
815	PATIENT BEDROOM SERVICE	0	0
820	PATIENT BATH	0	0
830	NURSE STATION	0	0
835	NURSE STATION SERVICE	0	0
840	SURGERY	0	0
845	SURGERY SERVICE	0	0
850	TREATMENT/EXAMINATION	339	0
855	TREATMENT/EXAMINATION SERVICE	0	0
860	DIAGNOSTIC SUPPORT LABORATORY	0	0
865	DIAGNOSTIC SUPPORT LAB SERVICE	0	0
870	HEALTH CARE SUPPLIES	0	0
880	PUBLIC WAITING	308	0
890	STAFF ON-CALL FACILITY	0	0
895	STAFF ON-CALL FACILITY SERVICE	592	0
	SUBTOTAL	1,510	0
910	SLEEP/STUDY WITHOUT TOILET/BATH	0	0
919	TOILET/BATH	0	0
920	SLEEP/STUDY WITH TOILET/BATH	108,440	0
935	SLEEP/STUDY SERVICE	0	0
950	APARTMENT	0	0
955	APARTMENT SERVICE	0	0
970	HOUSE	21,719	0
	SUBTOTAL	130,160	0
		NON-SASF	
050	INACTIVE AREA	1,848	
060	ALTERATION OR CONVERSION AREA	0	
070	UNFINISHED AREA	0	
M10	MENS BATHROOM	3,771	
U10	UNISEX BATHROOM	175	
W10	WOMENS BATHROOM	3,658	
WWW	CIRCULATION AREA	13,358	
XXX	BUILDING SERVICE AREA	1,950	
YYY	MECHANICAL AREA	4,013	
ZZZ	STRUCTURAL AREA	1,042	
	SUBTOTAL	0	0
	TOTAL	NON-SASF	NASF
		29,815	454,038
			E&G NASF
			264,689

# Univ. Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

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BUILDING NUMBER NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION									
0004 BRIDWELL HALL	0	0	0	0	0	0	0	0	0
0007 FERGUSON HALL	0	0	0	0	0	0	0	0	0
0010 MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0011 FAIN FINE ARTS CENTER	0	0	0	0	0	0	0	0	0
0012 DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013 FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015 BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0018 MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761
0019 INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020 PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021 MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022 ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0023 BOLIN HALL	0	0	0	0	0	0	0	0	0
0024 CLARK STUDENT CENTER	0	0	0	0	0	0	0	0	0
0025 MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026 KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0027 RESIDENCE HALL MECHANICAL BUILDING	0	0	0	0	0	0	0	0	0
0029 PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0030 FAIN HALL	0	0	0	0	5,766	0	0	5,766	0
0031 VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032 CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033 TENNIS CENTER	134	0	0	0	0	0	0	463	134
0035 PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296
0036 OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037 SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038 PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039 SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0044 SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0
0045 GUEST HOUSE	0	0	0	0	918	0	0	918	0
0046 ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047 CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048 MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049 SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051 MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053 BEAWOOD-O'DONOHUE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054 UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055 BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056 HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0057 SEISMOMETER BUILDING	0	0	0	0	0	0	0	0	0
0060 SIKES LAKE RESTROOM	0	0	0	0	0	0	0	508	0

Univ. Facilities Room Inventory Report (CBM011)

		SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956
REMODELING A CONDITION											
0001	HARDIN ADMINISTRATION BLDG		0	0	0	0	0	0	0	0	0
0005	UNIVERSITY PRESS		0	0	169	0	0	3,824	0	4,869	1,079
0006	MEMORIAL BUILDING		0	0	0	0	0	0	0	0	0
0017	MERCANTILE BUILDING		1,494	0	0	4,006	0	0	0	8,828	1,662
0034	D.L. LIGON COLISEUM		92,653	0	0	20,183	0	0	0	112,836	91,991
0050	BRIDWELL COURTS		0	0	0	13,346	0	0	0	13,346	0
		SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733
		INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689



## FACILITIES BUILDING INVENTORY REPORT CBM014

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at <http://www.txhighereddata.org/ReportingManuals.cfm>.

### Addition of Buildings

The addition of buildings should be reported on an on-going basis.

### Building Demolition

A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.



## Univ. Facilities Building Inventory Report (CBM014)

### Exclusions

Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

### Basis for Building Measurement

Compute gross area using an accurate and verifiable means to the nearest whole square foot.

### **NOTES:**

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

Univ. Facilities Building Inventory Report (CBM014)

INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

- Item #1 Record Code. Always enter 'B'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

- Item #4 Building Number. Enter the assigned building number.
- Item #5 Building Name. Enter the assigned name of the building.
- Item #6 Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.
- Item #7 Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.
- Item #8 Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.
- Item #9 Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.
- Item #10 Omitted.
- Item #11 Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.
- Item #12 Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, mezzanines, and assignable attic space. Example: 9 floors = 09.
- Item #13 Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Round to the nearest whole square foot, right justified, leading zeros.
- Item #14 Omitted.
- Item #15 Omitted.
- Item #16 Omitted.
- Item #17 Record Identification. Always enter '14'.
- Item #18 Zip Code. Enter the five-digit zip code of the building's **physical** address.

Univ. Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'B'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Building Name – Alphanumeric	18	50
Item #6	Condition Code – Numeric	68	1
Item #7	Ownership Code – Numeric	69	1
Item #8	Location Code – Numeric	70	1
Item #9	Type Code – Numeric	71	1
Item #10	Omitted	72	1
Item #11	Initial Occupancy Date – Numeric	73	4
Item #12	Number of Floors – Numeric	77	2
Item #13	Gross Area – Numeric	79	7
Item #14	Omitted	86	10
Item #15	Omitted	96	4
Item #16	Omitted	100	6
Item #17	Record Identification – Always '14'	106	2
Item #18	Zip Code	108	5

Univ. Facilities Building Inventory Report (CBM014)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'B'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Special characters
5. Building Name	N/A	Blank
6. Condition Code	N/A	Any value except 1 thru 7
7. Ownership Code	N/A	Any value except 1 thru 8
8. Location Code	N/A	Any value except 1 thru 3
9. Type Code	N/A	Any value except 1 thru 9, H, or R
10. Omitted		
11. Initial Occupancy Date	N/A	Non-numeric; value less than 1840 or greater than current year
12. Number of Floors	Value greater than 25	Non-numeric; value less than 00
13. Gross Area	N/A	Value less than 0000000
14. Omitted		
15. Omitted		
16. Omitted		
17. Record Identification	N/A	Any value except '14'
18. Zip Code	N/A	Not on zip code file

# Univ. Facilities Building Inventory Report (CBM014)

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 CBM014 Building EDIT SUMMARY FROM RunDate: 09/15/2010 Time: 19:13:44  
 LONE STAR UNIVERSITY 003304 ANNUAL 2010

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	58	0	0
ITEM 2	Inst. Code	58	0	0
ITEM 3	Report Year	58	0	0
ITEM 4	Building Number	58	0	0
ITEM 5	Building Name	58	0	0
ITEM 6	Condition Code	58	0	0
ITEM 7	Ownership Code	58	0	0
ITEM 8	Location Code	58	0	0
ITEM 9	Type Code	58	0	0
ITEM 11	Initial Occupancy Date	58	0	0
ITEM 12	Number of Floors	58	0	0
ITEM 13	Gross Area	58	0	0
ITEM 17	Record Identification	58	0	0
ITEM 18	Zip Code			

TOTAL Report Records	58			
CONTROL TOTAL	58	DISCREPANCY		0
Total Recs on Db	58			
Number Of Non-Unique/Duplicated Id's	0			
Number Of Duplicate Records	0			
Number Of Relative Duplicate Questionable	0			
Number Of Relative Duplicate Error	0			
Total Error Recs on Db	0			
Total Questionable Recs on Db	0			
Total Non Error Records on Db	58			
Total Rejected Records	0			





ADMISSIONS REPORT  
CBM00B

The Admissions Report (CBM00B) collects data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588 of the 75th Legislature, the Uniform Admissions Bill. This report will meet the requirement that each university report on who applies, who is admitted, and who subsequently enrolls at each institution. Report only the applications that are complete and of students who are seeking a degree. Do not include transient or former student applications when applying at the same degree level. If a student applies to more than one school or college within the university, report the application data from the school or college that ultimately accepts or rejects the student. Report undergraduate, graduate, and professional student applications for summer and fall terms. This report replaces the Access and Equity 2000 Plan report (formerly Texas Plan report TXP-4) for universities.



Univ. Admissions Report (CBM00B)

INSTRUCTIONS FOR ADMISSIONS REPORT

- Item #1     Record Code. Always enter 'B'.
- Item #2     Institution Code. Enter the FICE Code of the institution.
- Item #3     Student Identification Number. Enter the social security number of the student.  
The institution will assign unique (nine-digit) identification numbers to students  
without social security numbers.
- Item #4     Last Name. Enter the first 20 characters of the last name by which a student is  
legally known.
- Item #5     First Name. Enter the first 12 characters of the first name of the student.
- Item #6     Middle Initial. Enter the first character of the middle name of the student.
- Item #7     Gender. Enter the gender of the student.  
  
                  M = Male        F = Female
- Item #8     Date of Birth. Enter the calendar date of birth of the student. The year, month, and  
day should be indicated using the YYYYMMDD format.  
  
                  YYYY = Year     MM = Month     DD = day
- NOTE:** If the month of birth is known and the year is unknown, code the item as  
unknown, or '00000000'. If the year of birth is known and the month is  
unknown, code the month as '6'.
- Item #9     Unused
- Item #10    Unused
- Item #11    Residence. Enter the code representing the county, state, or foreign country of  
which the student is a legal resident. See Appendix B for codes.  
  
                  Texas Resident - Enter County Code  
                  Out-of-State Resident - Enter State Code  
                  Foreign Country Citizen - Enter Foreign Country Code
- Item #12    Application Level. Indicate the level of degree sought.  
  
                  04    Associate  
                  05    Bachelor's  
                  06    Master's  
                  08    Doctor's Degree-Research/Scholarship  
                  09    Law (LLB or JD)

Univ. Admissions Report (CBM00B)

- 10 Pharmacy (PharmD only)
- 11 Medical (MD or DO only)
- 12 Dental (DDS only)
- 13 Optometry (OD only)
- 14 Veterinary Medicine (DVM only)
- 15 Other Formal Award
- 16 Post-baccalaureate or alternative certification teacher certificate
- 17 Nursing certificate (earned separately from a BSN or MSN degree)

**NOTE:** Other formal award is a recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board.

Item #13 Entering Status. Do not include transient or former student applications when applying at the same degree level. Include high school students the first term after they complete their high school work.

- 01 No previous college work for level of award sought
- 02 Transfer

Item #14 Admission Action or Acceptance Status. The action taken by the institution in response to the student's application for admission.

**Undergraduates only**

- 01 Accepted and ranked in top 10% of high school graduating class (include all incoming undergraduates who ranked in the top 10% of high school class)
- 02 Accepted and ranked in 11-25% of high school graduating class

**Undergraduates and Graduates**

- 03 Accepted on provisional basis, met requirements
- 04 Accepted on provisional basis, did not meet requirements
- 05 Accepted, based on other criteria
- 06 Rejected
- 07 Student withdrew application

**Graduates only**

- 08 Accepted as a regular graduate admission

**NOTE: Items #15 through #21 apply to undergraduate applications only.**

Item #15 Unused.

Item #16 Unused

Item #17 Unused.

Item #18 Family's Gross Income. Include both untaxed and taxed income from most recent tax year, as reported on application (corresponds to Common Application for Admission Part I, 15). This information may not be known until the common application is implemented and is only required of undergraduate applicants.

Univ. Admissions Report (CBM00B)

- 01 Less than \$20,000
- 03 \$20,000 to \$39,999
- 08 \$40,000 to \$59,999
- 12 \$60,000 to \$79,999
- 15 \$80,000 and greater
- 00 Unknown or not applicable

Item #19 Language Fluency. Indicate if a language other than English is spoken fluently (corresponds to Common Application for Admission Part I, 13). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

- 01 No
- 02 Spanish
- 03 Other
- 00 Unknown or not applicable

Item #20 Unused.

Item #21 Number of People Living in Household. The item will allow a two-digit number (corresponds to Common Application for Admission Part I, 16). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates. Enter '00' if this item does not apply.

Item #22 Term Sought. The expected term of entry for which the student seeks admission. This item will be use to determine whether the student is a summer or fall applicant.

- 1 Fall
- 3 Summer
- 0 Unknown or unreported

Item #23 Reporting Period. Always enter '5'.

Item #24 Application Year. Enter all four digits 'YYYY' of the year for which the admission is sought (e.g., Fall 2010 would be reported as 2010).

Item #25 ACT Composite Score. Provide the verified American College Test composite score for first-time undergraduate students if available; otherwise enter two zeros. If there are multiple composite scores for the student, enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average ACT scores is one of the required items. Effective Fall 2004 report.

Item #26 SAT Combined Score. Provide the combined scores from the SAT Mathematics and Evidenced-based Reading and Writing (EBRW) tests (verified by the College Board) for first-time undergraduate students if available; Only enter these scores (combined into one number) if they are the result of testing on the revised SAT administered on or after March 2016. If the student only has a combined SAT score based on the SAT assessment prior to March 2016, input four zeros.

Univ. Admissions Report (CBM00B)

Also input four zeros if the student did not submit any SAT scores for their application. Reported combined scores should not be mixed between the older and newer versions of the SAT. Only enter the combined score if both sections (EBRW and Math) are based on the redesigned assessment. Do not include SAT Essay scores.

Item #27 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #28 Race. Select one or more codes indicating the race of the student.

- |           |   |   |
|-----------|---|---|
| Item #28A | 1 | White                                     |
| Item #28B | 2 | Black or African-American                 |
| Item #28C | 4 | Asian                                     |
| Item #28D | 5 | American Indian or Alaskan Native         |
| Item #28E | 6 | International                             |
| Item #28F | 7 | Unknown or Not Reported                   |
| Item #28G | 8 | Native Hawaiian or Other Pacific Islander |

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Univ. Admissions Report (CBM00B)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'B'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Last Name	17	20
Item #5	First Name	37	12
Item #6	Middle Initial	49	1
Item #7	Gender – 'M' or 'F'	50	1
Item #8	Date of Birth - YYYYMMDD - Numeric	51	8
Item #9	Unused	59	1
Item #10	Unused	60	1
Item #11	Residence - Numeric	61	3
Item #12	Application Level - '04' thru '06' and '08' thru '17'	64	2
Item #13	Entering Status - Numeric - '01' or '02'	66	2
Item #14	Admission Action - Numeric – '01' thru '08'	68	2

**Enter zeros for Items #15 through #21 for graduate and professional applicants**

<b>Item #15</b>	<b>Unused</b>	<b>70</b>	<b>2</b>
<b>Item #16</b>	<b>Unused</b>	<b>72</b>	<b>2</b>
Item #17	Unused	74	1
Item #18	Family Income - Numeric - '00', '01', '03', '08', '12', '15'	75	2
Item #19	Language Fluency - Numeric - '00', '01', '02', '03'	77	2
<b>Item #20</b>	<b>Unused</b>	<b>79</b>	<b>2</b>
Item #21	Number in Household - Numeric	81	2
Item #22	Term Sought - Numeric - '0', '1', or '3'	83	1
Item #23	Reporting Period - Numeric - Always '5'	84	1
Item #24	Application Year - YYYY - Numeric	85	4
Item #25	ACT Composite Score	89	2
Item #26	SAT Composite Score	91	4
Item #27	Ethnic Origin	95	1
Item #28	Race:		
Item #28A	White – '1' or blank	96	1
Item #28B	Black or African-American – '2' or blank	97	1
Item #28C	Asian – '4' or blank	98	1
Item #28D	American Indian or Alaskan Native – '5' or blank	99	1
Item #28E	International – '6' or blank	100	1
Item #28F	Unknown or Not Reported – '7' or blank	101	1
Item #28G	Native Hawaiian or Other Pacific Islander – '8' or blank	102	1

Univ. Admissions Report (CBM00B)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each application record.

<u>ITEM NUMBER</u>		<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1.	Record Code	N/A	Any value except 'B'
2.	Institution Code	N/A	Must match value on header record and be on list of valid FICE codes
3.	Student ID	N/A	Blank; special characters
4.	Last Name	Non-alphabetic	Spaces
5.	First Name	Blank	Numeric, space, or special characters
6.	Middle Initial	N/A	Number or special Character
7.	Gender	N/A	Value other than 'M' or 'F'
8.	Date of Birth	'00000000'	Non-numerical; month greater than '12'; day greater than '31'
9.	Unused	N/A	N/A
10.	Unused	N/A	N/A
11.	Residence	N/A	Not on CB residence file
12.	Application Level	N/A	Value other than '04' thru '06' or '08' thru '17'
13.	Entering Status	N/A	Value other than '01' or '02'
14.	Admission Action	N/A	Value other than '01' thru '08'
15.	Unused	N/A	N/A
16.	Unused	N/A	N/A
17.	Unused	N/A	N/A

Univ. Admissions Report (CBM00B)

<u>ITEMNUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
18. Family Income	N/A	Value other than '00', '01', '03', '08', '12', '15'
19. Language Fluency	N/A	Value other than '00', '01', '02', or '03'
20. Unused	N/A	N/A
21. Number in Home	Value greater than 12	Non-numerical
22. Term Sought	N/A	Value other than '00', '01', '03'
23. Reporting Period	N/A	Value other than '5'
24. Application Year	N/A	Value greater than current Year
25. ACT Composite Score	N/A	Non-numeric or greater than 36
26. SAT Composite Score	N/A	Non-numeric or greater than 1600
27. Ethnic Origin	N/A	Value other than '1', '2', or '3'
28A. White	N/A	Value other than '1' or space or value = '1' and '7'
28B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
28C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
28D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
28E. International	N/A	Value other than '6' or space or value = '6' and '7'
28F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
28G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

**DISCREPANCY:** The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

SUMMARY OF ADMISSIONS DATA

TOTAL: The total of applications is summed by gender, residence, ethnic origin, and age.

AGE: The age distribution is calculated by subtracting the date of birth (Item #8) from the beginning date of the semester. For this report, the beginning date of each Fall is September 1 and Summer is June 1.

APPLICATION LEVEL: The respective rows are determined by Application Level (Item #12). The First-Time and Transfer columns are determined by the value of Entering Status (Item #13).

TERM SOUGHT: The counts are based on Item #22.

ACCEPTANCE STATUS BACHELOR'S: The counts are based on Application Level (Item #12) that are coded a '05' and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS GRADUATE: The counts are based on Application Level (Item #12) that are coded a value of '06' through '14', and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS CERT/ASSOC/OTHER: The counts are based on Application Level (Item #12) that are coded a value of '05' or '15' through '17' and the respective Admission Action or Acceptance Status (Item #14).



# Univ. Admissions Report (CBM00B)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM00B EDIT SUMMARY FROM RunDate: 10/15/2010 Time: 13:25:43  
 LONE STAR UNIVERSITY 003304 ANNUAL 2010

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	4,263	0	0
ITEM 2 INST. CODE	4,263	0	0
ITEM 3 STUDENT ID	4,263	0	0
ITEM 4 Last Name	4,263	0	0
ITEM 5 First Initial	4,263	0	0
ITEM 6 Middle Initial	4,263	0	0
ITEM 7 Gender	4,263	0	0
ITEM 8 Date Of Birth	4,263	0	0
ITEM 11 Residence	4,263	0	0
ITEM 12 Application Level	4,263	0	0
ITEM 13 Entering Status	4,263	0	0
ITEM 14 Admission Status	4,263	0	0
ITEM 15 Unused	4,263	0	0
ITEM 16 Unused	4,263	0	0
ITEM 18 Family Income	4,263	0	0
ITEM 19 Lang Fluency	4,263	0	0
ITEM 20 Unused	4,263	0	0
ITEM 21 Number In Home	4,260	3	0
ITEM 22 Term Sought	4,263	0	0
ITEM 23 Reporting Period	4,263	0	0
ITEM 24 Application Year	4,263	0	0
ITEM 25 ACT Composit Score	4,263	0	0
ITEM 26 SAT Composit Score	4,263	0	0
ITEM 27 Ethnic Origin	4,263	0	0
ITEM 28 Race	4,263	0	0
ITEM 28A White	4,263	0	0
ITEM 28B Black/African-Amer	4,263	0	0
ITEM 28C Asian	4,263	0	0
ITEM 28D American Ind/Alask Nat	4,263	0	0
ITEM 28E International	4,263	0	0
ITEM 28F Unknown/Not Reported	4,263	0	0
ITEM 28G Nat Hawaiian/Other Pac Is	4,263	0	0
TOTAL Report Records	4,263		
CONTROL TOTAL	4,263	DISCREPANCY	0
Total Recs on Db	4,263		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	3		
Total Non Error Records on Db	4,263		
Total Rejected Records	0		

164 students that are identified as Top 10% have enrolled at your institution this semester.

# Univ. Admissions Report (CBM00B)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of SR-CBM00B Data From Prior Year RunDate: 10/15/2010 Time: 13:25:43  
 LONE STAR UNIVERSITY 003304 ANNUAL 2010

## Gender

	2010/5	2009/5	% Diff
Male	1,855	1,824	1.70%
Female	2,408	2,297	4.83%
Total	4,263	4,121	3.45%

## Residence

	2010/5	2009/5	% Diff
Texas Counties	4,112	3,911	5.14%
Other States	122	166	-26.51%
Foreign Countries	29	44	-34.09%
Total	4,263	4,121	3.45%

## Application Level

	First-Time	Transfer	Total	
2010/5 Associate	298	129	427	
2009/5 Associate	274	92	366	
Percent Change	8.76%	40.22%	16.67%	
2010/5 Bachelor's		3,112	533	3,645
2009/5 Bachelor's		2,945	595	3,540
Percent Change		5.67%	-10.42%	2.97%
2010/5 Master's		191	0	191
2009/5 Master's		215	0	215
Percent Change		-11.16%	0.00%	-11.16%
2010/5 Doctor's-Research/Scholarship		0	0	0
2009/5 Doctor's-Research/Scholarship		0	0	0
Percent Change	0.00%		0.00%	0.00%
2010/5 Law		0	0	0
2009/5 Law		0	0	0
Percent Change		0.00%	0.00%	0.00%
2010/5 Pharmacy	0	0	0	
2009/5 Pharmacy	0	0	0	
Percent Change	0.00%	0.00%	0.00%	
2010/5 Medical	0	0	0	
2009/5 Medical	0	0	0	
Percent Change	0.00%	0.00%	0.00%	
2010/5 Dental	0	0	0	
2009/5 Dental	0	0	0	
Percent Change	0.00%	0.00%	0.00%	
2010/5 Optometry	0	0	0	
2009/5 Optometry	0	0	0	
Percent Change	0.00%	0.00%	0.00%	
2010/5 Veterinary Med		0	0	0
2009/5 Veterinary Med		0	0	0
Percent Change	0.00%		0.00%	0.00%
2010/5 PPB/ALT Cert Teacher Cert		0	0	0
2009/5 PPB/ALT Cert Teacher Cert		0	0	0
Percent Change	0.00%		0.00%	0.00%
2010/5 Nursing Cert		0	0	0
2009/5 Nursing Cert		0	0	0
Percent Change	0.00%		0.00%	0.00%
2010/5 Other		0	0	0
2009/5 Other		0	0	0

## Univ. Admissions Report (CBM00B)

Percent Change	0.00%	0.00%	0.00%	
2010/5 Total	3,601	662	4,263	
2009/5 Total	3,434	687	4,121	
Percent Change	4.86%	-3.64%	3.45%	
Term Sought				
	2010/5	2009/5	% Diff	
Fall	3,979	3,847	3.43%	
Summer	284	274	3.65%	
Total	4,263	4,121	3.45%	
Age				
	2010/5	2009/5	% Diff	
Under 17	3	11	-72.73%	
17	116	722	-83.93%	*** Review
18	2,914	2,320	25.60%	*** Review
19-21	757	573	32.11%	*** Review
22-24	190	219	-13.24%	
25-30	126	140	-10.00%	
31-35	50	48	4.17%	
36-50	90	72	25.00%	
51-64	16	15	6.67%	
65 and Older	1	0	100.00%	
UnReported(not in avg)	0	1	-100.00%	
Average Age	20	19	1.17%	
Total	4,263	4,121	3.45%	
Acceptance Status Bachelor's				
	2010/5	2009/5	% Diff	
Top 10%	337	314	7.32%	
11-25%	608	571	6.48%	
Provisional, Met	41	87	-52.87%	
Provisional, Not Met	0	0	0.00%	
Other Criteria	2,247	2,076	8.24%	
Rejected	68	75	-9.33%	
Withdrew Application	344	417	-17.51%	
Total	3,645	3,540	2.97%	
Acceptance Status Graduate				
	2010/5	2009/5	% Diff	
Accepted, Regular	100	112	-10.71%	
Provisional, Met	14	4	250.00%	
Provisional, Not Met	0	0	0.00%	
Other Criteria	0	0	0.00%	
Rejected	56	35	60.00%	
Withdrew Application	21	64	-67.19%	
Total	191	215	-11.16%	
Acceptance Status Cert/Assoc/Other				
	2010/5	2009/5	% Diff	
Accepted, Regular	0	0	0.00%	
Provisional, Met	4	2	100.00%	
Provisional, Not Met	0	0	0.00%	
Other Criteria	285	223	27.80%	*** Review
Rejected	5	3	66.67%	
Withdrew Application	27	29	-6.90%	
Total	321	257	24.90%	
Ethnic Origin				
	2010/5	2009/5	% Diff	
Hispanic or Latino Origin	923	*No Exact Historic Data Available		
Not Hispanic or Latino Origin	3,298	*No Exact Historic Data Available		
Not Answered	42	*No Exact Historic Data Available		
Total	4,263	*No Exact Historic Data Available		
Race				
	2010/5	2009/5	% Diff	
Multi-racial	219	*No Exact Historic Data Available		
White only	2,333	*No Exact Historic Data Available		

**Univ. Admissions Report (CBM00B)**

Black only	681	*No Exact Historic Data Available		
Hispanic only	704	*No Exact Historic Data Available		
Asian only	222	*No Exact Historic Data Available		
American Indian/Alaskan Native only	15	*No Exact Historic Data Available		
International only	57	*No Exact Historic Data Available		
Native Hawaiian/Other Pacific Islander only	14	*No Exact Historic Data Available		
Ethnic Origin/Race Unknown	18	*No Exact Historic Data Available		
Total	4,263	*No Exact Historic Data Available		
Races reported in Multi-racial	2010/5	2009/5	% Diff	
White	338	*No Exact Historic Data Available		
Black	75	*No Exact Historic Data Available		
Asian	11	*No Exact Historic Data Available		
American Indian/Alaskan Native	5	*No Exact Historic Data Available		
Native Hawaiian/Other Pacific Islander	4	*No Exact Historic Data Available		
International	6	*No Exact Historic Data Available		

Univ. Admissions Report (CBM00B)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

ANNUAL 2010

Edit Of SR-CBM00B Data From

RunDate: 10/15/2010 Time: 13:25:4310

LONE STAR UNIVERSITY 003304

\*\*\* Item \*\*\*\*\*

Items

Item

\*\*\* Items \*\*\*

\*\*\*\*\* Items \*\*\*\*\*

\*\*\*\*\* Items \*\*\*\*\*

\*\*\*\*\* Items \*\*\*\*\*

1 2

3

4

5

6 7

8

10 11

12 13

14 15

16 7

18 19

20 21

2 3

24

25 26

Remarks

Total Rejected Records

0

Total Records on DataBase

4,263

Total Non Error Records

4,263

Total Error Records

0

Total Questionable Records

3

Total Rejected Records

0

164 students that are identified as Top 10% have enrolled at your institution this semester.

Items In Error Are Indicated By (\*), Questionable By (-)

Univ. Admissions Report (CBM00B)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

ANNUAL 2010

Edit Of SR-CBM00B Data From

LONE STAR UNIVERSITY 003304

RunDate: 10/15/2010 Time: 13:25:43

Questionables ONLY

*** Item	*****	Items	Item	*** Items ***	*****	Items	*****	*****	Items	*****	Remarks																
1	2	3	4	5	6	7	8	10	11	12	13	14	15	16	7	18	19	20	21	2	3	24	25	26	Remarks		
B	003304	111223333	JEAN	BLUE	F	19890913	079	05	01	05	06	06	03	00	00	14	1	5	2010	00	0Q30						
B	003304	444556666	DOODEY	HOWDY	W	F	19890927	025	05	01	05	06	01	01	00	00	14	1	5	2010	23	0Q00					
B	003304	777889999	FRO	TWOANN	L	F	19891005	227	04	01	05	13	04	15	00	00	15	1	5	2010	21	0Q00					

Items In Error Are Indicated By (\*), Questionable By (-)

## DOCTORAL EXCEPTION REPORT CBM00E

The 75th Legislature placed a 99-hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding (*Texas Education Code*, TEC 61.059). The Coordinating Board may approve two types of partial exceptions to the limit: *program exceptions* for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards; and *individual exceptions* for students whose “program of research is likely to provide substantial benefit to medical or scientific advancement.” Students granted exceptions generate up to 130 hours of doctoral funding. A student who is in a program that skips the master’s and goes directly into a doctoral program after a bachelor’s is to count the first 30 credit hours as though they were taken at the master’s level.

**Number of Individual Exceptions Permitted.** The Board’s policy is to allow each doctoral-granting institution individual exceptions for up to five students, or 1.5 percent of its doctoral students, whichever is greater. A report called “Individual Exceptions Allowed by Institution” will be provided to the Chief Academic Officer each biennium that shows each institution’s fall doctoral student headcount and the number of individual exceptions that will be permitted based on that headcount. The report also shows the number of doctoral students identified with an individual exception who have exceeded the 130 SCH cap.

Each institution that grants doctoral degrees will receive an electronic list identifying active doctoral students at their institution with 60 or more doctoral-level semester credit hours. Students who were granted an individual exception in a prior year but who graduated within the past year based on the graduation report, CBM009, have been included, too. This electronic list will be posted to the output directory of the Coordinating Board’s server in February of each even-numbered year. Current students who were granted individual or program exceptions for the last biennium have either a ‘P’ in Item #4 to indicate a program exception or an ‘I’ in Item #4 to indicate an individual exception. Please check to see that the information is accurate.

### **Which student records are to be returned?**

1. Return only the doctoral student records that have been identified for a change in the exception code, Item #4. If the exception type identified on the doctoral student record will continue for the next biennium, no record should be returned.
2. Change Item #4 to an ‘R’ for students who no longer will receive an individual or program exception.
3. Flag additional students selected for an individual exception with an ‘I’ and students now eligible for program exceptions with a ‘P’ in Item #4.
4. Be sure that the total number of individual exceptions does not exceed the number your institution is allowed as indicated in the “Individual Exceptions Allowed by Institution.” The total includes students whose records will be newly-coded with an ‘I’ and returned to the CB as well as those students who are already coded with an ‘I’ and whose records will not be returned to the CB.

### **Important Notes:**

1. Exceptions designated on the report will apply to semester credit hours generated by doctoral students in the upcoming base period.

### Univ. Doctoral Exception Report (CM00E)

2. If a student with between 99 and 130 attempted doctoral hours is not in the exception database, the student won't generate doctoral funding.
3. New individual exceptions require presidential certification as indicated in Coordinating Board policy.
4. The CBM00E should be submitted via SFTP like any other CBM report that is sent to the Coordinating Board. A header record and a trailer record are required to be submitted with each report.
5. If the number of new "individual" exception records for doctoral students exceeds the approved number for the specific institution, an error list will be returned to the institution identifying the students who were not allowed to be flagged with an exception. In order for the students who were denied an exception to be granted one, a Removal record, 'R', for an equal number of the other doctoral students that are identified with an Individual exception, 'I', will have to be submitted and applied to the database to open an exception for each student that was returned on the error list that should be granted an individual exception.



Univ. Doctoral Exception Report (CM00E)

INSTRUCTIONS FOR DOCTORAL EXCEPTION REPORT

The actual file has a space between each item.

- Item #1     Record Code. Always 'E'.
- Item #2     Institution Code. The FICE Code of the institution has been provided.
- Item #3     Student Identification Number. The social security number of the student or the nine-digit identification for students without a social security number as submitted on the CBM001.
- Item #4     Exception Type. Enter the type exception granted the student.
- I    Individual – limited to 5 or 1.5% of doctoral students  
P    Program – limited to certain programs  
R    Remove prior exception granted
- Item #5     Term of Report. This is a biennial report that is to be coded a '5'.
- Item #6     Exception Year. This item is all four digits of the year in which the report is submitted.

The items below are informational only.

- Item #7     Doctoral Hours Accumulated to Date. This item is provided by the CB to reflect the number of hours summarized from the CBM001 at the doctoral level.
- Item #8     Major. The CB provides this item to show the latest eight-digit CIP code reported on the CBM001 as the doctoral student's degree area. For students with a 'P' in Item #4, the major code should match one of the program exception CIP codes for your institution.
- Item #9     Date of Birth. In YYYYMM format as provided on the CBM001. The day of birth is not captured in the doctoral data base at this time. This item may be helpful if the student identifier is not current.
- Item #10    Degree Year. Fiscal year in which the doctoral degree was reported to the CB on the CBM009.
- Item #11    Last Name. The last name of the doctoral student is provided if it matches the CBM001 in the past two years.
- Item #12    First Name. First name of the doctoral student is provided if it matches the CBM001 in the past two years.

Univ. Doctoral Exception Report (CM00E)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record – Always 'E'	1	1
Item #2	Institution Identifier - FICE – Numeric	3	6
Item #3	Student Identification Number	10	9
Item #4	Exception Type – I, P, or R	20	1
Item #5	Term of Report – Always '5'	22	1
Item #6	Exception Year	24	4
Item #7	Doctoral Hours Accumulated to Date – Numeric	29	3
Item #8	Major – Numeric	33	8
Item #9	Date of Birth - YYYYMM – Numeric	42	6
Item #10	Degree Year	49	4
Item #11	Last Name	54	20
Item #12	First Name	75	10

# Univ. Doctoral Exception Report (CM00E)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
SR-CBM00E EDIT SUMMARY FROM RunDate: 03/15/2012 Time: 10:39:47  
LONE STAR UNIVERSITY 003304 ANNUAL 2012

	NORMAL	QUESTIONABLE	ERROR
	RANGE	VALUES	VALUES
ITEM 1 RecordCode	12	0	0
ITEM 2 INST. CODE	12	0	0
ITEM 3 STUDENT ID	12	0	0
ITEM 4 Exception Type	12	0	0
ITEM 5 Term of Report	12	0	0
ITEM 6 Exception Year	12	0	0
ITEM 7 Doctoral Hours Accumulated To Date	12	0	0
ITEM 8 Major	12	0	0
ITEM 9 Date Of Birth	12	0	0
ITEM 10 Degree Year	12	0	0
ITEM 11 Last Name	12	0	0
ITEM 12 First Initial	12	0	0
TOTAL Report Records	12		
CONTROL TOTAL	12	DISCREPANCY	0
Total Recs on Db	12		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	12		
Total Rejected Records	0		

Univ. Doctoral Exception Report (CM00E)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Percent Change Of SR-CBM00E Data From Prior Year RunDate: 03/15/2012 Time: 10:39:47  
LONE STAR UNIVERSITY 003304 ANNUAL 2012

Exception Type	2012/5	2010/5	% Diff
Individual - 'I'	5	*No Exact Historic Data Available	
Program - 'P'	0	*No Exact Historic Data Available	
Removal - 'R'	7	*No Exact Historic Data Available	
Total	12	*No Exact Historic Data Available	



Univ. Doctoral Exception Report (CM00E)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
Applied CBM00E Transactions

Page 1

Student ID	T Y S	p e m	Rpt Year	SCH	Major	DOB	Grad Year	Last Name	Firat Name	Action
111111111	R	5	2012	126	54019902	195906	0000	NAMEONE	STUDENT	Ignored No Exception Found, Exception Data = !
444444444	R	5	2012	155	14180100	194208	0000	NAMETWO	STUDENT	Applied
777777777	R	5	2012	186	14180100	197005	0000	NAMETHREE	STUDENT	Ignored No Exception Found, Exception Data = !
222222222	R	5	2012	131	40060100	197011	0000	NAMEFOUR	STUDENT	Ignored No Exception Found, Exception Data = !
333333333	R	5	2012	157	14140100	195501	0000	NAMEFIVE	STUDENT	Ignored Already Removed, Exception Data = R2006!
555555555	R	5	2012	130	14140100	194111	0000	NAMESIX	STUDENT	Ignored No Exception Found, Exception Data = !
666666666	R	5	2012	134	40060100	195503	0000	NAMESEVEN	STUDENT	Ignored No Exception Found, Exception Data = !
888888888	I	5	2012	106	40060100	194802	0000	NAMEEIGHT	STUDENT	Applied
123456789	I	5	2012	111	26091000	197108	0000	NAMENINE	STUDENT	Applied
987654321	I	5	2012	099	14140100	197212	0000	NAMETEN	STUDENT	Applied
111223333	I	5	2012	102	54019902	198007	0000	NAMEELEVEN	STUDENT	Applied
444556666	I	5	2012	107	14090100	195312	0000	NAMETWELVE	STUDENT	Applied

Univ. Doctoral Exception Report (CM00E)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
Edit Of SR-CBM00E Data From  
LONE STAR UNIVERSITY 003304

Page 1

ANNUAL 2012

RunDate: 03/15/2012 Time: 10:39:47

****	Item	*****	****	Items	****	Item	Items	Item	Items	Item	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	

There Were No Errors Detected For : LONE STAR UNIVERSITY

Items In Error Are Indicated By (\*), Questionable By (-)

STUDENT NUMBER CHANGE REPORT  
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database, will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The CBM00N database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.



Univ. Student Number Change Report (CM00N)

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

Item #1 Record Code. Always enter 'N'.

Item #2 Institution Code. Enter FICE Code of the institution (see Appendix A).

**NOTE:** All three items: student number, birth date, and gender will be used to uniquely identify a student. All three items of the prior number must match to a record in the database before the current number will be used as a replacement.

Item #3 Current Student Identification Number. Enter the current Social Security Number of the student. This should not be an assigned identification number except in infrequent occasions.

Item #4 Current Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.

YYYY = Year    MM = Month    DD = Day

Item #5 Current Gender. Enter the gender of the student.

M = Male    F = Female

Item #6 Prior Student Identification Number. Enter the prior identifying number of the student. If the student identifier did not change, it will be the same as the current student identifier.

Item #7 Prior Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD. If the birthday did not change, enter the current date of birth to uniquely identify to which student the change applies.

YYYY = Year    MM = Month    DD = Day

Item #8 Prior Gender. Enter the gender of the student. If the gender of the student did not change, enter the current gender to uniquely identify to which student the change applies.

M = Male    F = Female

Item #9 Last Name. Enter up to 20 characters of the student's current last name.

Item #10 First Name. Enter the first 10 digits of the student's first name.

Item #11 Middle Initial. Enter the initial of the student's middle name.

## DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'N'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Current Student Identification Number - Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD - Numeric	17	8
Item #5	Current Gender - 'M' or 'F'	25	1
Item #6	Prior Student Identification Number - Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD - Numeric	35	8
Item #8	Prior Gender - 'M' or 'F'	43	1
Item #9	Last Name - Alpha	44	20
Item #10	First Name - Alpha	64	10
Item #11	Middle Name Initial - Alpha or blank	74	1

## STUDENT SCHEDULE REPORT CBM00S

The Student Schedule Report (CBM00S) reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus. Students who withdraw from a class on or before the official census date are not included in this report.

### Reporting Semester Credit Hours

The sum of Items #11 (SCH state-funded) and #12 (SCH not state-funded) should equal item #10 (SCH value).

There will be a semester credit hour check between the end of semester Student Report (CBM0E1) and the CBM00S:

The credit hours reported in Item #10A for a student on the CBM0E1, including flexible entry records, must equal the total credit hours identified in Items #11 and #12 (calculated by totaling SCH for all courses reported), excluding inter-institutional classes (which are coded '1' in Item #26). Slight variations in SCH may result because institutions may report non-semester-length developmental education SCHs up to two decimal places on the CBM00S but may only report SCH in whole numbers on the CBM0E1.

### Classes Organized After the Official Census Date and Classes that Span Semesters (Flexible Entry)

Students in classes that are organized after the official census date will be submitted in the CBM00S report as follows: (1) they will be reported in the same semester they started in if the class ends by the end of the term; and (2) they will be reported in the next semester if the class starts in one semester and is not completed until after the term end date.

Students in a flex-entry class that concludes in the semester the class began will be identified by inserting a '1' in Item #25 to denote "flexible entry." Students enrolled in classes that span semesters as in example (2) will be denoted with a '6' in Item #25 in the semester that the class ends. Note that students in classes that begin before or on the census date but end in a later semester will also be reported as flex with a '6' in item #25, as will students in courses that fall between semesters (e.g., mini-mester courses) .

A class which is organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class unless it spans semesters.

Flexible entry classes are reported as follows on the CBM001, CBM0E1, CBM002, and CBM004. A reference table showing flex-entry instructions for the CBM0E1 and other applicable reports is available in the *Appendix*.

**CBM001:** All classes that are organized after the census date are reported as flexible entry, including those that end by the conclusion of the semester in which they started and those that

## Univ. Student Schedule Report (CBM00S)

span more than one semester. The student record for these classes is reported with a '1' in Item #16 in the semester the class is reported (this will always be at least one semester later than the semester in which the class begins).

**CBM0E1:** Classes that are organized after the census date that conclude by the end of the semester are reported with a '1' in item #16 in the semester in which they began and concluded; classes that are organized before or after the census date that span semesters are reported with a '6' in Item #16 in the semester that the class concludes.

**CBM002:** Classes that begin after the census date but conclude by the end of the semester are not reported on the CBM002 as flex, so no unique record is required for students in those classes. Classes that are organized before or after the census date and span semesters are reported as flex with option '6' in Item #13 in the semester that the class concludes.

**CBM004:** All classes that are organized after the census date are reported as flexible entry on the CBM004 with "FE" in Item #5 (Section Number).

### Inter-institutional Classes

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium affects the definition. North Texas Federation classes, consortium classes, and some instructional telecommunication classes are inter-institutional classes.

To report the students and classes where there is an inter-institutional agreement:

The institution that provides the instructor of record for the class (providing institution) reports all enrollments in the class for semester credit hour funding.

- a. The providing institution should not report an inter-institutional student on its student record reports (CBM001, CBM0E1). The receiving institution should report its students taking inter-institutional classes on its student record reports (CBM001, CBM0E1). Both the providing and receiving institutions will report inter-institutional students on the CBM00S:
  - The providing institution should report the student on its CBM00S with the appropriate funded semester credit hours (SCH) for the class in Item #11, SCH State-Funded; and
  - The receiving institution should report the student with unfunded SCH in Item #12, SCH Not State-Funded.
- b. For Item #26, the providing institution is coded '0' to indicate that the enrollment for this class is at the providing institution. The receiving institution codes Item #26 as a '1' to indicate the student is taking the class at the providing institution.
- c. Institutions participating in an agreement of this type must have auditable procedures in place to ensure that the hours are not reported more than once for funding.

## Univ. Student Schedule Report (CBM00S)

- d. On the CBM00S report the receiving institution enters the FICE of the providing institution in Item #15, "Other Higher Education Site."
- e. Each institution reports its own students on the CBM001/CBM0E1.

## Distance Education and Off-Campus Instruction

Chapter 4, Subchapter P of the CB Rules provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. CB Rule Chapter 5, Subchapter D describes operations of off-campus educational units. The following assigned FICE codes identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

### MITC or University System Center:

- 000844 Alamo University Center
- 000842 Collin Higher Education Center
- 000811 East Williamson County Multi-Institution Teaching Center
- 000820 Lone Star College – University Center
- 000802 Round Rock Higher Education Center
- 000840 The University of Texas at Arlington Fort Worth Center
- 000818 Universities Center at Dallas
- 000800 University of Houston System at Sugar Land
- 000826 University of Houston System Center at Cinco Ranch

### Other specific sites:

- 000804 Prairie View A&M University College of Nursing, Houston Center
- 000806 Sul Ross State University - Rio Grande Campus at Del Rio
- 000808 Sul Ross State University - Rio Grande Campus at Eagle Pass
- 000812 Texas A&M University-Commerce Metroplex Center, Mesquite
- 000830 Texas Tech University Abilene Engineering Center
- 000838 Texas Tech University Center at Junction
- 000833 Texas Tech University Higher Education Teaching Site at El Paso
- 000834 Texas Tech University Higher Education Teaching Site at Fredericksburg
- 000836 Texas Tech University Higher Education Teaching Site at Highland Lakes
- 000816 Texas Woman's University, College of Nursing, Dallas Educational Activities
- 000814 Texas Woman's University, College of Nursing, Houston Center
- 000822 The University of Texas at San Antonio, Downtown

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

*In response to the COVID-19 pandemic, TAC Rule § 4.264(c) regarding the restriction of submission of distance education courses for formula funding, taken by non-resident students who are located out of state, was temporarily modified on August 31, 2020. Please see the [8/31/2020 Memorandum](#) for additional details about how to report these students.*

## Univ. Student Schedule Report (CBM00S)

### Reporting Developmental Education Courses and Interventions

Every student who attempts developmental education courses and/or interventions during the semester (with the exception of students participating in non-funded interventions which are reported only on the CBM002) must be reported on the CBM00S, even if the student has met TSI obligations (more information on allowable interventions is provided later in this introduction). This includes students who choose to take developmental education or are placed in a class/intervention by the reporting institution.

Effective Spring 2018

Institutions will now need to provide information on the type of developmental support provided (course, intervention, or self-paced), and whether it is part of a corequisite model. DE support that is not part of a corequisite model should be reported as '1', '4', or '7'. DE support that is part of a corequisite pair should be reported as '8', '9', or 'A'.

- 0 Not a developmental course/intervention or not a paired college course
- 1 Developmental course – not part of a corequisite model
- 4 Developmental intervention (NCBO) – not part of a corequisite model
- 7 Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model
- 8 Corequisite DE course
- 9 Corequisite DE intervention (NCBO)
- A Corequisite Self-paced DE course or DE intervention
- B College-level course paired with DE

Corequisite Models (also known as mainstreaming) is an instructional strategy whereby students are co-enrolled in a developmental education course or NCBO, and the entry-level freshman course of the same subject matter within the same semester. (See definition in TAC Rule 4.54).

### Reporting First College-Level Course

#### **FOR SPRING 2020 REPORTING ONLY**

**In all other semesters, only grades of A, B, or C may be reported as a successful completion of a first college-level course. Many institutions have allowed students flexibility to change a course to be taken pass/fail as a result of the situations presented by COVID-19. For spring 2020 only, institutions may also report a student who passed a pass/fail course as a successful completion of a first-college-level course.**

Success in a first college-level course signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in a given subject area. Item #20 on the CBM00S is used to identify a course as the first college-level course.

The response in Item #20 must align with Items #30, #50, and #70 (Credit for First College-Level Course by area) on the CBM002 for the same reporting period as follows:

- Option '0' in Item #20 is reported with a '0', '1', '2', or '3' (as applicable) in Items #30, #50, #70 on the CBM002;

## Univ. Student Schedule Report (CBM00S)

- Option '1' in Item #20 is reported with a '4' in Item #30 on the CBM002;
- Option '2' in Item #20 is reported with a '4' in Item #50 on the CBM002;
- Option '3' in Item #20 is reported with a '4' in Item #70 on the CBM002; and
- Option '4' in Item #20 is reported with a '4' in Items #50 and #70 on the CBM002

Only one first college-level course record should be reported per student per area on the CBM00S. If the student is taking more than one course that qualifies, the institution may choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out-of-state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution reports a '0' in Item #20 on the CBM00S (previously reported or not applicable). **FOR SPRING 2020 ONLY**, a course which is identified as a first college-level course on the CBM00S in Item #20 **MUST** be reported with a grade of A, B, C, or **Credit/Passed** in Item #21. **FOR ANY SEMESTER OTHER THAN SPRING 2020** (Note that grades for all courses are reported in Item #21, not just for first-college-level courses.)

If a student is reported by more than one institution as successfully completing a first college-level course, the first record received is used for determining the time of successful completion of this measure for the state accountability system and developmental education reports.

### Reporting Students Attempting Courses for Dual Credit

All college courses taken for high school and college credit must be reported on the CBM00S. Item #18 asks for the high school credit status of the student. The SCH attempted by students reported with option '1' (Student is not yet HS graduate, course reported is for dual credit) on the CBM00S must be included on the CBM001, CBM0E1, and CBM00S reports, including in the items designated for dual credit hours. Students enrolled in a home school high school situation are considered high school students and must be reported with a '1' or a '2' in Item #18.

In Item #14, Location Code, students taking a college course on a high school campus for dual credit must be reported with an 'H.' Do not report high school students taking a college course on a college campus or another location with an 'H.' Dual credit courses delivered electronically to individuals should be reported as option '9', if applicable, even if the course is based on a high school campus.

Note that as of September 2009, the Excess Hours Rule does not apply to hours earned for dual credit (see CB Rule Chapter 13, Subchapter F, §13.104). As of fall 2009, when an institution calculates excess hours, dual credit hours attempted by a student at any time in the student's academic career should be excluded from the calculation (see Item #17, option '3'). For example, a student who took dual credit hours in 2005 and enrolled at a university in 2008 would have those dual hours excluded from any calculation of excess hours made after summer 2009; however, any calculation made prior to fall 2009 would not exclude the dual hours. Whether a student falls under the 30 hour rule or the 45 hour rule is not relevant to the exemption of dual credit hours.

## Univ. Student Schedule Report (CBM00S)

### Dual Credit Courses Allowed and Not Allowed for State Funding

As of fall 2019, changes to TEC, Section 61.059 add additional dual credit courses to the list that are allowable for funding. Institutions of higher education may not include dual credit courses for formula funding unless they meet requirements outlined in the Texas Education Code Section 61.059 (p) and (q). The following courses, when taken for dual credit, may be reported for funding under the statute:

- 1) Any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
- 2) A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
- 3) Career and technical education courses **that apply to any certificate or associate's degree** offered by the institution providing credit.
- 4) Foreign language courses; and
- 5) All courses taken by students who are enrolled in approved Early College High Schools.

Contact Hours and/or Semester Credit Hours in dual credit courses that are not reportable for state funding must be reported in item #12.

### Composite Classes

Composite classes refer to:

- cross-listed classes (classes that are taught at the same time in the same room by the same instructor but which have different class identifiers);
- classes with multiple instructors; and
- classes which meet in multiple locations.

Composite classes are reported with a two-digit alphanumeric code (reported in Item #23) that is assigned by the institution to identify classes. When the Coordinating Board calculates number of classes, class size, faculty-student ratios, and similar measures, the code for composite classes is used to link those classes reported separately into a single course.

### Course Grade and Point Value of Course Grade

Item #21 asks for the course grade. This must be completed for all records, including developmental education courses and interventions. If a letter grade is selected (options '1' through '5'), Item #22 may NOT be left blank. For pass/fail courses, report '8' if the student passed and 'N' if the student did not. Option 'N' for no credit should NOT be used if option '5', '6', '7', or '9' applies. If the course is reported as a first college-level course in Item #20, ONLY options '1', '2', and '3' (A, B, or C) may be reported.

Option '9', E for Effort or In Progress (No Credit), may only be used for developmental education courses. If a student's grade is not available for a course that the student has completed, use option '6', "Incomplete" (do not use option '9').

The point value of course grade (Item #22) is reported with two decimal places.

### Reporting NON-SEMESTER-LENGTH Developmental Education Interventions



## Univ. Student Schedule Report (CBM00S)

Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)]. Interventions of four or more contact hours may be reported for formula funding. Students enrolled interventions that begin after the census date should be reported as flexible entry.

Semester credit hours are reported with up to two decimal places on the CBM00S. Semester credit hours attempted in non-semester-length developmental education must also be reported on the CBM004, CBM001 and CBM0E1.

To determine appropriate SCH for reporting, divide the student contact hours by 16 or round the hours to the nearest quarter SCH. Institutions may choose only one of these two methods. Examples are provided below:

- A 5 contact hour intervention: 0031 (5/16) or 0025 (rounded to nearest  $\frac{1}{4}$  SCH)
- An 8 hour SCH intervention: 0050 (8/16) or 0050 (no need to round)
- A 19 contact hour intervention: 0019 (19/16) or 0125 (rounded to nearest  $\frac{1}{4}$  SCH)

Non-semester-length and non-course-based developmental education is also reported in Item #19, options '4' and '9.' Interventions include all non-course-based activities but do NOT include traditional developmental education courses offered in compressed time frames (for example, a 16 contact hour/1 SCH course offered in four weeks).

Univ. Student Schedule Report (CBM00S)

INSTRUCTIONS FOR STUDENT SCHEDULE REPORT

- Item #1 Record Code. Always enter 'S'.
- Item #2 Institution Code. Enter the FICE Code of the reporting institution.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.
- Item #4 Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.
- Item #5 Course Number. Enter the course identification number. Left justify, space fill.
- Item #6 Section Number. Enter the section identification number. Left justify, space fill.
- Item #7 Type of Instruction (see Note). Enter the code of the primary type of instruction used in this section.

1	Lecture	7	(Replaced by Item #16)
2	Laboratory	8	Thesis
3	Practicum	9	Dissertation
4	Seminar	0	Individualized
5	Independent Study	C	Clinical
6	Private Lesson	Q	Competency-Based

**NOTE:** Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction rather than the mode of instruction, which will be identified in Item #16. For example, a two-way interactive video class that is a lecture should be coded a '1', not a '7'. In Item #16 the Instruction Mode will be recorded.

**Competency-Based (Q)** is a class that allows students to progress towards completion, often at their own pace, as they demonstrate mastery of a defined set of knowledge and skills. The class must have a semester credit hour value and the students that are reported as enrolled in this class must have begun engaging with the course materials. Competency-based education courses may only be reported for funding if they are linked to coursework in the University Course Inventory.

Organized Classes include the types of instruction referred to in codes '1', '2', and '4'.

Individual Instruction Classes include the modes of instruction referred to in codes '3', '5', '6', '8', '9', and '0'. Practicum (3) refers to student teaching, internships, work-study, cooperative education, and similar activities. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction. Individualized (0) includes

Univ. Student Schedule Report (CBM00S)

asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction. Clinical (C) is for a course that is part of a clinical program.

Item #8 Classification. Enter the college-level classification of the student as of the beginning of the term.

- |             |  |
|-------------|--|
| 1 Freshman  | 5 Post-Baccalaureate                   |
| 2 Sophomore | 6 Master's Level                       |
| 3 Junior    | 7 Doctor's Level-Research/Scholarship  |
| 4 Senior    | 8 Doctor's Level-Professional Practice |

Use the following guidelines to classify students:

- 1 Freshman
- 2 Sophomore            Institutions will use their guidelines for these categories
- 3 Junior
- 4 Senior
- 5 Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
- 6 Master's Level – a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution
- 7 Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program at the institution. Such students are those who have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree.
- 8 Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

Item #9 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #10 Semester Credit Hour Value. Enter the number of semester credit hours for the course (the sum of Items #11 and #12).

Item #11 SCH State-Funded. Enter the number of semester credit hours the student completed in this course that DO qualify for state funding during the current semester. Exclude SCHs that are not state-funded (Item #12).

Item #12 SCH NOT State-Funded. Enter the number of semester credit hours the student completed in this course that do NOT qualify for state funding during the current semester. Exclude SCHs that are state-funded (Item #11). Examples are SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student enrolled in only physical education courses, and SCHs of a student in military science and religion courses. Also include the credit hours of undergraduate students who have attempted the same course three or more times and are not eligible to be counted for state funding. (See Item #17.) Include semester credit hours in dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details.

Univ. Student Schedule Report (CBM00S)

Item #13 Graduate Level Class Taken by Senior within 12 Hours of Graduation. Flag “1” if this course credit meets within 12 hours of graduation and “0” if it does not.

Item #14 Location Code. Enter the code for the location at which the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular) - Other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the introductory section of the CBM00S)
- 7 Military Bases - Courses taught on a military base
- 8 Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school (Report dual credit courses taken on a high school campus with an ‘H’.)
- 9 Individual Instructional - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in “individual instruction classes” which are located off-campus
- B Business, Government, or Other Work Location - Courses taught at such entities
- H High School for Dual Credit – Courses taken for dual credit located on a high school campus

**NOTE:** Item #15, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #14 is coded a ‘6’. Item #23 (Composite Classes) applies to both on-campus and off-campus classes. Item #24, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded ‘0’, ‘6’, and ‘9’.

Item #15 Other Higher Education Site. Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #14 is coded a ‘6’. If this record is to identify a student taking a course taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #14 is not coded ‘6’, leave this item blank.

Item #16 Instruction Mode. Enter the primary mode of instruction where 51% or more of the instruction is delivered via a single mode.

- 1 Face-to-Face – The instructor and the students are in the same physical location at the same time
- 2 Fully Distance Education Course

Univ. Student Schedule Report (CBM00S)

- 3 Video Tape/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (use only if no other single mode accounts for 51% of the instruction or if the electronic instruction mode is not listed above)
- 6 Hybrid/Blended Course

**NOTE:** Instruction mode “2” Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode “6” Hybrid/Blended Course -- A course in which a majority (at least 51 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

Report non-semester-length developmental education interventions with the code that best fits the instruction mode.

Item #17 SCH Not Funded Reason. Enter the reason for listing non-funded SCH in Item #12. Leave blank if ‘0’ SCH are reported in Item #12.

- 1 Developmental SCH exceeds state funding limit
- 2 Student attempted the same course three or more times
- 3 Undergraduate SCH attempted exceeds state limits of 45 or 30 SCH beyond degree program (beginning fall 2009, institutions should not include dual credit courses taken by the student when calculating excess hours)
- 4 Student/Course is not allowed for state funding (report only if options ‘1’ ‘2’ ‘3’ do NOT apply)
- 5 Student did not pay by class census date (include students who enrolled after the class census date)
- 6 Institutional decision

Item #18 High School Credit Status. Enter the high school credit status for the student in this report (information about reporting dual credit students is in the introduction).

- 0 Not a HS student
- 1 Student is not yet HS graduate, course reported is for dual credit
- 2 Student is not yet HS graduate, course reported is for college credit only

**NOTE:** Examples for a student marked as “0” would be a student who has a GED, a high school graduate, or a non-high school student granted approval for enrollment by admissions.

Item #19 Developmental Education Course/Intervention and Corequisite. Enter the code indicating the type of developmental course/intervention completed by the student. Report all developmental student success courses as ‘1’ and all approved developmental student success interventions as ‘4.’ Interventions include non-semester-length and non-course-based activities but do NOT include traditional courses offered in a compressed time frame.

Univ. Student Schedule Report (CBM00S)

- 0 Not a developmental course/intervention or not a paired college course
- 1 Developmental course – not part of a corequisite model
- 4 Developmental intervention (NCBO) – not part of a corequisite model
- 7 Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model
- 8 Corequisite DE course
- 9 Corequisite DE intervention (NCBO)
- A Corequisite Self-paced DE course or DE intervention
- B College-level course paired with DE

Item #20 First College-Level Course (FCL). **FOR SPRING AND SUMMER 2020 REPORTING ONLY:** Enter '1' – '4', as appropriate, if this is the first- college-level course that the student passed with a grade of A, B, C, or **Credit/Passed**. This field is used to determine successful completion of a first college-level course for undergraduate students (a success measure in the accountability system related to Texas Success Initiative standards). Report '0' (not applicable) for a course in which the student received a grade other than A, B, C, or **Credit/Passed** as the course will not satisfy the requirements of the measure related to this item **for Spring and Summer 2020**. (See the introduction for more information.)

- 0 Previously reported as successfully completing first college-level course or not applicable
- 1 Math
- 2 Reading intensive
- 3 Writing intensive
- 4 Reading and Writing intensive

Item #21 Course Grade. (See the introduction for more information)

- 1 A
- 2 B
- 3 C
- 4 D
- 5 F (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn or Drop)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)
- N No credit/Did not pass
- X Instructor did not provide a grade

**Note:** Code 9 (E for Effort or in Progress) is applicable to Developmental Education courses/interventions only.

Item #22 Point Value of Grade. Based on a 4-point system, enter the grade point value earned for this course (as entered in Item #21) completed for the reporting period (e.g., A 3.8 will be recorded as '380' and an F will be reported as '000'). If a grade other than A through F is earned for this course, leave this item blank.

**NOTE:** Do NOT report the student's overall GPA; this is the grade point value earned for the grade in the course. Do NOT factor in the credit hour value in the grade point value.

Univ. Student Schedule Report (CBM00S)

Item #23 Composite Classes. Enter a unique two-digit, alphabetic code to identify this as a cross-listed class if applicable (see the introduction for more information).

Item #24 Off-Campus Location/Electronic Telecommunication Site. Enter the ZIP code, state code, or foreign country code applicable to Item #14, except for classes where Item #14 is coded '0', '6', or '9'.

Item #14 Location Code	Item #24 Site Code
0	Leave blank
1	ZIP code of off-campus location
3	State code from Appendix B, right-justified, with two leading zeros
4	Foreign country code from Appendix B, right-justified, with two leading zeros
5	ZIP code of correctional institution
6	Leave blank
7	ZIP code of military base
8	ZIP code of primary or secondary school
9	Leave blank
B	ZIP code of the business, government, or other work entity
H	ZIP code of the high school campus

Item #25 Flexible Entry. Enter a '1' if this is a Flexible Entry (FE) class that is being reported this semester. Enter a '6' if a student is enrolled in a course that spans from the previous semester and is being reported as completed this semester. Each type of flexible entry record must be a separate record. Leave blank if not flex entry (see introduction and the Flexible Entry Reference Table for more information).

Item #26 Inter-institutional Identifier. Enter one of the following:

- 0 Not an inter-institutional enrollment
- 1 The student is taking the course at another institution. The SCH generated is allowed to be reported for formula funding by your institution (see Alternative 2 under the Inter-institutional Courses section in the CBM004 introduction).
- 2 The student from another institution is taking the course at your institution. The SCH generated is reported for formula funding by your institution (see Alternative 1 under the Inter-institutional Courses section in the CBM004 introduction).

**NOTE:** You would not report a CBM00S record for a student from your institution who is taking a class at another institution where the SCH generated is reported for formula funding by the other institution (see Alternative 1 under the Inter-institutional Courses section in the CBM004 introduction).

Item #27 Semester. Enter the semester in which the course is reported.

1 = Fall    2 = Spring    3 = Summer

Item #28 Year. Enter all four digits of the calendar year in which the semester of the report occurs.

Univ. Student Schedule Report (CBM00S)

Item #29     Class Begin Date. Enter all four digits of the year, the month, and day of the first scheduled day for this course (YYYYMMDD). For a semester-length course, use the beginning of term date as the beginning date. For compressed courses, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual first day of class.

Item #30     Class End Date. Enter all four digits of the year, the month, and day of the last scheduled class for this course (YYYYMMDD). For a semester-length course, use the end of term date as the ending date. For a compressed course, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual last class day.



## Univ. Student Schedule Report (CBM00S)

### **Example: CBM00S Distance Education Classes**

1. UNIV A offers a seminar class on-campus and via two-way interactive video to UNIV B through an inter-institutional agreement. While the student in the class may not be double-reported for funding (CBM001), the student would be reported by both institutions on the CBM00S. An example is below. Items not referenced are intentionally omitted.

<u>UNIV A reports its student</u>		<u>UNIV B reports its student</u>	
Item #7	4	Item #7	4
Item #10	3	Item #10	3
Item #11	3	Item #11	0
Item #12	0	Item #12	3
Item #14	0	Item #14	6
Item #15	blank	Item #15	(UNIV A FICE)
Item #16	4	Item #16	4
Item #17	blank	Item #17	4
Item #26	0	Item #26	1

### **Example: CBM00S Flexible Entry that Spans Semesters**

2. University A offers a class that begins in the fall (September 15, 2011) but doesn't end until February 15, 2012. While this course began in the fall, it did not actually end until the spring; therefore this course would need to be reported in the Spring reporting period. Below is an example of the Item #s that would capture this example:

Item #25	6
Item #27	2
Item #28	2011
Item #29	20110915
Item #30	20120215

### **Example: CBM00S Lecture/Lab**

3. University A offers a class that has both a lecture and a lab, but the lab does not earn any SCH or grade. Although the lecture portion contains the SCH and the grade value, the lab can still be reported to reflect the lab component:

<u>Lecture</u>		<u>Lab</u>	
Item #4	MATH	Item #4	MATH
Item #5	101	Item #5	101
Item #6	001	Item #6	001
Item #7	1 (Lecture)	Item #7	2 (Lab)
Item #10	0300 (SCH)	Item #10	0000 (SCH)
Item #11	0300	Item #11	0000
Item #12	0000	Item #12	0000
Item #21	1	Item #21	8
Item #22	400	Item #22	blank

Univ. Student Schedule Report (CBM00S)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always ‘S’	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student ID – Alphanumeric	8	9
Item #4	Subject Prefix	17	7
Item #5	Course Number	24	7
Item #6	Section Number	31	7
Item #7	Type of Instruction – Alphanumeric	38	1
Item #8	Classification – Alphanumeric	39	1
Item #9	Non-disclosure – Numeric	40	1
Item #10	Semester Credit Hour Value - Leading zeros, two decimals	41	4
Item #11	SCH Funded - Leading zeros, two decimals	45	4
Item #12	SCH Not Funded - Leading zeros, two decimals	49	4
Item #13	Class Taken by Senior within 12 Hrs of Graduation – Numeric	53	1
Item #14	Location Code	54	1
Item #15	Other Higher Education Site – FICE code or blank	55	6
Item #16	Instruction Mode	61	1
Item #17	SCH Not Funded Reason – Numeric	62	1
Item #18	High School Credit Status	63	1
Item #19	Developmental Education	64	1
Item #20	First College-Level Course	65	1
Item #21	Course Grade – Alphanumeric	66	1
Item #22	Point Value of Grade	67	3
Item #23	Composite Class	70	2
Item #24	Off-Campus Location/ZipCode – Leading zeros	72	5
Item #25	Flexible Entry	77	1
Item #26	Inter-institutional Identifier – Numeric	78	1
Item #27	Semester – ‘1’, ‘2’, or ‘3’	79	1
Item #28	Year - YYYY – Numeric	80	4
Item #29	Class Begin Date – YYYYMMDD	84	8
Item #30	Class End Date – YYYYMMDD	92	8

Univ. Student Schedule Report (CBM00S)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'S'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	N/A	Blank or special characters
4. Subject Prefix	N/A	Blank or not on course inventory
5. Course Number	N/A	Blank or not on course inventory
6. Section Number	N/A	Blank
7. Type Instruction	N/A	Any value except '0' thru '6', '8', '9', 'C', or 'Q'
8. Classification	N/A	Any value except '1' thru '8'
9. Non-Disclosure	N/A	Any value except '2' or '0'
10. SCH Value	If not 0100 SCH to 1200, except if 0000 and Item #7 = '2' OR if 0025 to 1200 and Item #19 > '0'	Non-numerical characters
11. SCH Funded	Sum of #11 and #12 less than 0100, greater than 1200 except if item #19 ne '0'	Any non-numerical value; sum of Items #11 and #12 not equal to Item #10
12. SCH Not Funded	Sum of #11 and #12 less than 1, greater than 12 except if item #19 ne '0'	Any non-numerical value sum of Items #11 and #12 not equal to Item #10
13. Class Taken by Senior Within 12 Hrs of Grad	N/A	Any value except '1' or '0'; greater than '0' when Item #8 less than '4'

Univ. Student Schedule Report (CBM00S)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
14. Location Code	N/A	Any value other than '0', '1', '3' thru '9', 'B', or 'H'
15. Other Higher Ed Site	N/A	If Item #14 is coded '6', FICE must be on Institution File
16. Instruction Mode	N/A	Any value except '1' thru '6'; not coded '2' or '3' when Item #14 is coded '9'
17. SCH Not Funded Reason	N/A	When Item #12 > 0, any value except '1' thru '6'
18. HS Credit Status	N/A	Any value except '0', '1', or '2'
19. Developmental Course Level	N/A	Any value except '0', '1', '4', '7', '8', '9', 'A', or 'B' any value except '0' when Item #18 = '1'
20. First College-Level Course	N/A	Any value except '0' thru '4'
21. Course Grade	N/A	Any value except '1' thru '9', 'N', or 'X'; blank if Item #10 not = 0; Any value except '1', '2', '3', or '8' if Item #20 ne '0'; Item #21 = '9' and Item #19 = '0'
		Option '8' only applies to Spring 2020
22. Point Value of Grade	If Item #21 is coded: 1, then 300 to 366 2, then 200 to 266 3, then 100 to 166 4, then 001 to 066	Value > 400; if Item #21 is coded: 1, if = to or < 300 2, if = to or < 200 3, if = to or < 100 4, if = 000 5, if > 000 or blank 6-9, N, X then not blank 1-5, grade points = blank, and Item #19='0'
23. Composite Code	N/A	N/A
24. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value

Univ. Student Schedule Report (CBM00S)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
25. Flexible Entry	N/A	Any value except spaces, '1', or '6'
26. Inter-institutional Identifier	N/A	Any value except '0', '1', or '2'
27. Semester	N/A	Must match value on header record
28. Year	N/A	Must match value on header record
29. Class Begin Date	Year < reporting year	Year > current year; month < 01 or > 12; day < 01 or > days of month
30. Class End Date	N/A	Year > current year; month < 01 or > 12; day < 01 or > days of month

Univ. Student Schedule Report (CBM00S)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each record is related to the CBM003 Course Inventory using the subject prefix and course number. All records that are not included in an institution's course inventory are listed on a mismatch report ("00S records that do not relate to the Course Inventory or CIPISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

The enrollment in each class is summed and multiplied by the SCH value in the CBM00S record. These totals are then aggregated by program and curriculum area according to the level in the CBM003 and the enrollment level in the CBM00S. The level determination is based on the relationships shown below.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED OFF-CAMPUS

This summary is the same as above, except that the CBM00S records for all off-campus classes (Item #14 codes '1', '3', '4', '5', '6', '7', '8', '9', 'B', and 'H') are used.

SEMESTER CREDIT HOUR GENERATION

<u>Course Level</u>	<u>Hours Generated</u>
Freshman, Sophomore (Lower-Level)	All levels of enrollment will generate lower-division hours.
Junior, Senior (Upper-Level)	Lower division enrollment will generate lower-division hours; all other levels of enrollment will generate upper-division hours.
Master's	Lower division enrollment will generate lower-division hours. Upper division enrollment will generate upper-division hour. Master's level enrollment will generate master's-level hours. Doctor's level-research/scholarship enrollment will generate master's-level hours. Doctor's level-professional practice enrollment will generate master's-level hours.
Graduate	Lower division enrollment will generate lower-division hours. Upper division enrollment will generate upper-division hours. Master's level enrollment will generate master's-level hours. Doctor's level-research/scholarship enrollment will generate doctoral hours. Doctor's level-professional practice level enrollment will generate master's-level hours.

## Univ. Student Schedule Report (CBM00S)

Special-Professional      Only master's, doctor's level-research/scholarship, and doctor's level-professional practice levels of enrollment will generate special-professional hours.

### **NOTE:**

Doctoral Level      Doctoral level semester credit hours will be generated only by doctor's level-research/scholarship students enrolled in courses which have been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed doctoral degree.

Small Class Defined      Organized small classes are undergraduate classes with less than 10 registrants or graduate level classes with less than five graduate registrants. The primary types of instruction of an organized class are lecture, laboratory, or seminar.

Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class, and will be defined as a small class if there are less than ten total registrants in the class. Any graduate level section, whether composite, cross-listed, or individual, with less than 5 graduate level registrants and a total enrollment of less than ten registrants will be considered a small class.

Small classes currently generate state-funded hours.

### Mismatches:

Additional validations must be run between the CBM00S and various other reports. The CBM00S will have a credit hour mismatch comparison against the 0E1 (see CBM0E1) and generate a summary report.

The CBM00S will also be validated with these calculations:

- A student reported on the CBM00S but not reported on the CBM0E1 will report an error.
- A student with greater than 40 total credit hours will be reported as an error.
- The SCH value of Item #10 will report an error if it does not match the value for the Course Inventory.
- A student reported on the CBM002 and not reported on the CBM00S will report an error.
- A course reported for a student on the CBM00S that does not have an assigned instructor on the CBM008 will report an error.

# Univ. Student Schedule Report (CBM00S)

Edit00v00                      TEXAS HIGHER EDUCATION COORDINATING BOARD                      Page 1  
 SR-CBM00S EDIT SUMMARY FROM                      RunDate: 02/26/2012 Time: 15:00:41  
 TEXAS UNIVERSITY                      999999                      FALL                      2011

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	Record Code	8	0	0
ITEM 2	Inst. Code	8	0	0
ITEM 3	STUDENT ID	8	0	0
ITEM 4	Subject Prefix	8	0	0
ITEM 5	Course Number	8	0	0
ITEM 6	Section Number	8	0	0
ITEM 7	Type Instruction	8	0	0
ITEM 8	Classification	8	0	0
ITEM 9	Non Disclosure	8	0	0
ITEM 10	Semester Credit Hour Value	8	0	0
ITEM 11	SCH Funded	8	0	0
ITEM 12	SCH Not Funded	8	0	0
ITEM 13	Graduate SCH of Seniors	8	0	0
ITEM 14	Location Code	8	0	0
ITEM 15	Other Higher Education Site	8	0	0
ITEM 16	Instruction Mode	8	0	0
ITEM 17	SCH Not Funded Reason	8	0	0
ITEM 18	High School Credit Status	8	0	0
ITEM 19	Developmental Education	8	0	0
ITEM 20	First College-Level Course	8	0	0
ITEM 21	Course Grade	6	0	2
ITEM 22	Point Value of Grade	6	0	2
ITEM 23	Composite Classes	8	0	0
ITEM 24	Off Campus Location/Zip Code	8	0	0
ITEM 25	Flexible Entry	8	0	0
ITEM 26	Inter-institutional Identifier	8	0	0
ITEM 27	Semester	8	0	0
ITEM 28	Report Year	8	0	0
ITEM 29	Class Begin Date	8	0	0
ITEM 30	Class End Date	8	0	0

TOTAL Report Records	8		
CONTROL TOTAL	65,509	DISCREPANCY	-65,501
Total Recs on Db	8		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
0 derived IDs were found. This is 0.0000% of the total records you submitted.			
Total Error Recs on Db	2		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	6		
Total Rejected Records	0		

This report will only appear when there are no errors.



# Univ. Student Schedule Report (CBM00S)

Edit00v00                    TEXAS HIGHER EDUCATION COORDINATING BOARD                    Page 1  
SR-CBM00S EDIT SUMMARY FROM                    RunDate: 02/26/2012 Time: 15:00:41  
TEXAS UNIVERSITY                    999999                    FALL                    2011

Classification	
Freshman	0
Sophomore	0
Junior	4
Senior	2
Post-Baccalaureate	0
Masters	0
Doctor's-Res/Scholar	0
Doctor's-Prof Practice	0
Total	6
 Non Disclosure	 0
Flexible Entry '1'	0
Flexible Entry '6'	0
Total Headcount	6

\*\*\*Note: Totals are net errors.

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CBM00S Records Not Found on The Course Inventory  
**TEXAS UNIVERSITY 999999**

Page 1

**FALL 2011**

**RunDate: 02/26/2012 Time: 15:00:41**

Subject Course Section Enrollment  
Prefix Number Number Values UGL UGU Mast Doc Spec EX UG Ex Dev  
THERE ARE NO ITEMS FOR THIS REPORT

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
OFF CAMPUS SEMESTER CREDIT HOUR REPORT CBM00S  
**TEXAS UNIVERSITY 999999**

Page 1

**FALL 2011**

**RunDate: 02/26/2012 Time: 15:00:41**

PROGRAM/CURRICULUM UGL UGU TOTAL MAST DOC SPEC TOTAL EXCEEDS  
AREA HOURS HOURS UG HOURS HOURS HOURS HOURS HOURS LIMIT  
There Are No Off Campus Semester Credit Hour Records FOR : **TEXAS UNIVERSITY**

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT CBM00S  
**TEXAS UNIVERSITY 999999**

Page 1

**FALL 2011**

**RunDate: 02/26/2012 Time: 15:00:21**

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT	TOTAL UG HOURS	
2313010001 Writing, General						3			0	
2701010001 Mathematics, General						3			0	
3801010001 Philosophy						0			6	
4501010001 Social Sciences, General						0			6	
TOTAL LIBERAL ARTS						6	12			
SUBTOTAL		STATE FUNDED		6	12	18	0	0	0	18
GRAND TOTAL ALL CURRICULUM AREAS	6		12		18	0	0	0	18	0

Univ. Student Schedule Report (CBM00S)

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Edit00v00                                TEXAS HIGHER EDUCATION COORDINATING BOARD                                Page 1
                                           Edit Of SR-CBM00S Data From
FALL      2011                                TEXAS UNIVERSITY  999999                                RunDate: 02/26/2012 Time: 15:00:41
***Item numbers or Name
01 02/23  03/24 /FE 04/26 /27 05/28      06/29  /30 07 08      09  SCH   11  12  13 14 15      16 17 18 19 20 21 22
S 999999 000000099 CHEM                    1112    101              2  3      0  0100 0100 0000 0      0      1      0 0 0 5      E
                                           00000      0  1      2010 20110919 20111130
                                           Point Value of Grade(Item22) is invalid for Course Grade(Item21). Error!. REF1528

```

0 derived IDs were found. This is 0.0000%of the total records you submitted.

```

Total Rejected Records      0
Total Records on DataBase   8
Total Non Error Records     6
Total Error Records        2
Total Questionable Records  0
Total Rejected Records     0

```

Items In Error Are Indicated By (\*), Questionable By (-)

```

Edit00v00                                TEXAS HIGHER EDUCATION COORDINATING BOARD                                Page 1
                                           Edit Of SR-CBM00S Data From
FALL      2011                                TEXAS UNIVERSITY  999999                                RunDate: 02/26/2012 Time: 15:00:41
                                           Questionables ONLY

```

```

***Item numbers or Name
01 02/23  03/24 /FE 04/26 /27 05/28      06/29  /30 07 08      09  SCH   11  12  13 14 15      16 17 18 19 20 21 22

```

Items In Error Are Indicated By (\*), Questionable By (-)

## TRANSFER REPORT

### CBM00T

The Transfer Report (CBM00T) includes courses for which a student who transfers was not granted academic credit at the receiving institution or was not granted toward the student's major at the receiving institution. The courses meeting the criteria for inclusion in the CBM00T will be reported for transfer students enrolled on the official census date for the first time at the general academic institution to which they have transferred in the fall or spring.

Identified courses, by student, included in the CBM00T must meet the following criteria:

- They are in the Lower-Division Academic Course Guide Manual (ACGM) or its successor
- They were taken by a student transferring for the first time from a Texas public community college or state college to a university
- The transfer student must have a declared major at the receiving institution
- The transfer student did not change their major area of concentration (four- digit CIP) between the time of admissions (major listed on Apply Texas application) and the census date
- At least 50% of the awarded SCH for the course did not transfer and apply to the student's major at the receiving institution. For example, if 2 SCH from a 3 SCH course transferred and applied toward the student's major, then the course would not need to be reported.

Students will only be reported once in the first long semester after transfer. Students who transfer in the summer will not be included.

The CBM00T will be collected once per year, in the fall, and reflect data from the preceding academic year. The exception to this will be for the first data collection period, in fall of 2020, which will only include applicable courses from transfer students enrolling for the first long semester in fall of 2020. Subsequent reports will include both fall and spring semesters as outlined in the table below.

First Time Transfer Student Cohort	Data Submission Due	Data Submission Certified
Fall 2020	November 1, 2020	December 1, 2020
Fall 2020*, Spring 2021	October 15, 2021	November 15, 2021
Fall 2021, Spring 2022	October 15, 2022	November 15, 2022

\*Semester repeated to begin cycle of academic year collection and to ensure accuracy and quality of new data collection.

## Univ. Transfer Report (CBM00T)

### INSTRUCTIONS FOR TRANSFER REPORT

- Item #1 Record Code. Always enter 'T'.
- Item #2 Institution Code. Enter the FICE Code of the reporting institution.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.
- Item #4 Term Transferred. Enter the semester code of the student's first long-semester enrollment after transfer (1 Fall; 2 Spring).
- Item #5 Reporting Period. Always enter '5'.
- Item #6 Year. Enter all four digits of the calendar year in which the report is due.
- Item #7 ACGM Course Prefix. Enter the subject abbreviation of the transfer course as transcribed by the institution where the student received the credit.
- Item #8 ACGM Course Number. Enter the course identification number.
- Item #9 Institution Code from Transfer Transcript. Enter the FICE Code of the institution where the student received the course credit.
- Item #10 Reason for Not Granting Credit. Choose from the following reasons for why the receiving institution did not grant academic credit for the ACGM course. A course may have multiple reasons for why it was not accepted at the receiving institution. Please mark one reason for why it was not accepted.
- 1 Course Outside the Degree Requirement – Course was outside the degree plan requirements for the student's current major at the time of matriculation.
  - 2 Minimum Grade Requirement – The student did not earn a grade that meets the receiving institution's policy (including program-level requirements) for transfer credit. For example, institutions have policies requiring a C- or better for the course to transfer and be applicable to a degree, and if a student does not receive a C- or better the course may not transfer.
  - 3 Repeated Course – A student may only receive credit once for a repeated course and any other credits for the course will not be transferable.
  - 4 Exceeded Maximum Transfer Hours – The Texas Higher Education Coordinating Board (THECB) rule 4.25 (f) states an institution is "not required to accept in transfer, or apply toward a degree, more than sixty-six SCH of lower division academic credit" or students' transfer hours may not exceed the institution's policy on maximum transfer hours set by the institution.
  - 5 Other – If no other category fits the reason for the course not transferring, select "other."
- Item #11 Major Area of Concentration. Enter the first four-digits of the CIP code of the major area of concentration at the receiving institution at the time of matriculation.

Univ. Transfer Report (CBM00T)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record – Always 'T'	1	1
Item #2	Institution Code – FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Term Transferred	17	1
Item #5	Reporting Period	18	1
Item #6	Year – YYYY – Numeric	19	4
Item #7	ACGM Course Prefix	23	4
Item #8	ACGM Course Number	27	4
Item #9	Institution Code from Transfer Transcript	31	6
Item #10	Reason for Not Granting Credit	37	1
Item #11	Major Area of Concentration	38	4

## Univ. Transfer Report (CBM00T)

### QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE	
1.	Record Code	N/A	Any value except 'T'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Student ID Number	N/A	Blank or special characters
4.	Term Transferred	N/A	Any value other than '1' or '2'
5.	Reporting Period	N/A	Any value other than '5'.
6.	Year	N/A	Must match value on header record.
7.	ACGM Prefix	N/A	Prefix not in ACGM file
8.	ACGM Number	N/A	Prefix and Number combination not in ACGM file
9.	2-year FICE code	N/A	Not a valid FICE code from Texas public 2-year institution;
10.	Reason Code	N/A	Any value except '1', '2', '3', '4', or '5';
11.	Major Area of Concentration - CIP	First 4 digits not on Degree Program Inventory	First 4 digits not on CIP 2020 table

## STUDENTS IN SELF-SUPPORTING COURSES AND PROGRAMS CBM00X

This report reflects all students enrolled in extension courses at the reporting institution as of the institution's official census date for each term during the annual reporting cycle. Students who withdraw from a class on or before the official census date should not be included in this report. This report is due September 15 each year and should include all extension students who were enrolled at the institution during the prior fiscal year.

Students included in this report:

1. All students enrolled in academic credit extension courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in extension courses whether offered on-campus or at off-campus sites and centers in Texas.
3. High school students taking regular college extension courses for credit. Report these students in the classification in which they are recorded at the institution.
4. Extension students who have requested that their directory information not be released.

Students excluded from this report – DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award. Do NOT include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award.
2. Students who are exclusively auditing classes.
3. Students studying abroad (e.g., foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country.

The Texas Higher Education Coordinating Board incorporated extension courses and programs within [Chapter 4, Subchapter Q](#) that concern distance education and off-campus offerings. Extension courses and programs in 4.103 (12) are defined as:

Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula funded.

Some institutions offer complete degree programs in the extension (or non-formula funded) mode, while others offer only courses. Students taking only courses are typically not formally admitted to the institution through the standard admissions process, but they must meet Texas Success Initiative requirements in order to take college-level courses. Extension degree programs are programs which an institution has authority to offer and for which graduates receive a regular diploma from the delivering institution, but which are not supported by formula funding. Students enrolled in extension degree programs must be admitted to the institution through the regular admissions process.



## Univ. Students in Self-Supporting Courses and Programs (CBM00X)

The current Coordinating Board rules allow institutions to offer extension courses and programs but provide for increased oversight of them. The following conditions are placed on extension offerings:

- Charges for extension courses and programs must not be less than regular Texas tuition and fees;
- Extension courses and programs must have the same quality standards as on- campus offerings;
- Institutions should adhere to the current notification procedures before offering extension courses and programs in places that would affect other institutions, and potentially affected institutions may protest delivery;
- Extension offerings must have accountability and transparency. The Coordinating Board requires verification that courses are not submitted for formula funding; and
- Extension programs must report student enrollments and completions, as they are a facet of *Closing the Gaps*.

[Coordinating Board Rule Section 4.274\(5\)](#) states that “institutions shall report enrollments, courses and graduates associated with extension offerings as required by the Commissioner.” Student enrollments in extension courses that are not reported on an institution’s standard CBM001 report should be reported on the CBM00X. Only students who are located in Texas should be reported. International students and other non-Texas residents should be reported if they reside in Texas while taking the relevant instruction.

Graduation data for extension students will be incorporated into the CBM009 report, which will be amended to include an item to indicate whether the student has completed an extension program.

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

INSTRUCTIONS FOR STUDENTS IN SELF-SUPPORTING  
COURSES AND PROGRAMS

- Item #1 Record Code. Always enter 'X'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution should assign unique (nine-digit) identification numbers to students without social security numbers.
- Item #4 Gender. Enter the gender of the student.  
M = Male F = Female
- Item #5 Classification. Enter the classification of the student. Use IPEDS definitions.
- 1 Freshman – a first-year student, or less than 30 semester credit hours
  - 2 Sophomore – a second-year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours but less than 60 semester credit hours
  - 3 Junior – a third-year student who has completed the equivalent of two years of full-time undergraduate work; that is, at least 60 semester credit hours but less than 90 semester credit hours
  - 4 Senior – an undergraduate student who has completed the equivalent of three years of full-time undergraduate work; that is, at least 90 semester hours; continue to classify the student as a senior until the baccalaureate degree is completed
  - 5 Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
  - 6 Master's Level – a student admitted to a master's degree program at the institution
  - 7 Doctor's Level-Research/Scholarship – a student admitted to a doctor's level-research/scholarship program at the institution
  - 8 Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution
  - U Unclassified Undergraduate – a student who cannot be classified by year of study or student level
- Item #6 Unused
- Item #7 Semester Credit Hours Attempted. Enter the number of semester credit hours for which the student registered in the reporting year.
- Item #8 Major. Enter the 2010 CIP code (Appendix C) of the authorized degree program. If the student is not in a program enter '24999999' or '99999999'.
- Item #9 Date of Birth. Enter all four digits of the year and the two digits of the month and day of birth for the student.

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

YYYY = Year; MM = Month; DD = Day

**NOTE:** If the month of birth is known and the year is unknown, code this item as unknown or '00000000'.

- Item #10 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.
- Item #11 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.
- Item #12 Middle Initial. Enter the initial of the student's middle name.
- Item #13 First-Time-in-College. If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).
- Item #14 First Term Enrolled. Enter all four digits of the year and the two digits of the month when the student was first enrolled at the institution during the current reporting year. (Note: this might not be the first term overall when the student was enrolled, simply the first term this year.)
- YYYY = Year; MM = Month
- Item #15 Last Term Enrolled. Enter all four digits of the year and two digits of the month when the student was last enrolled at the institution during the reporting year.
- YYYY = Year; MM = Month
- Item #16 Student Intent. Enter the code that reflects the primary reason the student is attending classes at your institution. The datum **MUST** be student-declared.
- 1 Earn an associate's degree (2 year)
  - 2 Earn a certificate (less than 2 years)
  - 3 Earn a baccalaureate or higher degree
  - 4 Not seeking a degree or certificate
  - 0 Not available
- Item #17 Non-disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #18 Reporting Period. Default to annual reporting period (code as '5').
- Item #19 Year. Enter all four digits of the year in which the report is submitted.

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

Item #20 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #21 Race. Select one or more codes indicating the race of the student.

- Item #21A 1 White
- Item #21B 2 Black or African-American
- Item #21C 4 Asian
- Item #21D 5 American Indian or Alaskan Native
- Item #21E 6 International
- Item #21F 7 Unknown or Not Reported
- Item #21G 8 Native Hawaiian or Other Pacific Islander

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

**Notes:**

- a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver, report with the international code.
- b) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- c) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'X'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Classification	18	1
Item #6	Unused	19	1
Item #7	Semester Credit Hours – No decimals; zero fill	20	2
Item #8	Major	22	8
Item #9	Date of Birth - YYYYMMDD – Numeric	30	8
Item #10	Last Name – Alpha	38	20
Item #11	First Name – Alpha	58	10
Item #12	Middle Initial – Alpha	68	1
Item #13	First-Time-In-College – Numeric or blank	69	6
Item #14	First Term Enrolled – Numeric	75	6
Item #15	Last Term Enrolled – Numeric	81	6
Item #16	Student Intent – Numeric	87	1
Item #17	Non-disclosure – Numeric	88	1
Item #18	Reporting Period – Numeric	89	1
Item #19	Year - YYYY – Numeric	90	4
Item #20	Ethnic Origin	94	1
Item #21	Race:		
Item #21A	White – '1' or blank	95	1
Item #21B	Black or African-American – '2' or blank	96	1
Item #21C	Asian – '4' or blank	97	1
Item #21D	American Indian or Alaskan Native – '5' or blank	98	1
Item #21E	International – '6' or blank	99	1
Item #21F	Unknown or Not Reported – '7' or blank	100	1
Item #21G	Native Hawaiian or Other Pacific Islander – '8' or blank	101	1

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine the Questionable and Error Values of each element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'X'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' - '8' or 'U'
6. Unused	N/A	N/A
7. Semester Credit Hours	Value greater than '52'	Non-numerical value; zero fill unused positions
8. Major	N/A	Non-numeric or invalid CIP code
9. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
10. Last Name	N/A	Blank, numerical
11. First Name	Blank	Numerical
12. Middle Initial	N/A	Numerical
13. First-Time-In-College	N/A	Any non-numerical characters except all blanks
14. First Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

<u>ITEMNUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Last Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
16. Student Intent	N/A	Any value other than '0' through '4'
17. Non-disclosure	N/A	Any value other than '2' or '0'
18. Reporting Period	N/A	Value other than '5'
19. Year	N/A	Must match value on header record
20. Ethnic Origin	N/A	Value other than '1', '2', or '3'
21A. White	N/A	Value other than '1' or space or value = '1' and '7'
21B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
21C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
21D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
21E. International	N/A	Value other than '6' or space or value = '6' and '7'
21F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
21G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

The number of duplicate records is indicated.

**DISCREPANCY:** The edit program counts the number of records processed in the report. If it is not the same as the number listed in the trailer record (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed.

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM00X records. Records are summed by gender, age, classification, first-time students, student intent, non-disclosure, and ethnic origin.

AGE: The age distribution is calculated by subtracting the date of birth (Item #9) from the beginning date of the semester. For this report, the beginning date of each semester is:

Fall:       September 1  
Spring:     January 1

SEMESTER CREDIT HOURS (SCH): Item #7 is summed to produce a total.



Univ. Students in Self-Supporting Courses and Programs (CBM00X)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM00X EDIT SUMMARY FROM RunDate: 09/15/2010 Time: 15:37:25  
 LONE STAR UNIVERSITY 003304 ANNUAL 2010

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES	
ITEM 1	RECORD CODE	71	0	0
ITEM 2	INSTITUTION CODE	71	0	0
ITEM 3	STUDENT ID	71	0	0
ITEM 4	GENDER	71	0	0
ITEM 5	CLASSIFICATION	71	0	0
ITEM 7	SEMESTER CREDIT HOURS	71	0	0
ITEM 8	MAJOR	71	0	0
ITEM 9	DATE OF BIRTH	71	0	0
ITEM 10	LAST NAME	71	0	0
ITEM 11	FIRST NAME	71	0	0
ITEM 12	MIDDLE INIT	71	0	0
ITEM 13	FIRST TIME IN COLLEGE	71	0	0
ITEM 14	FIRST TERM ENROLLED	71	0	0
ITEM 15	LAST TERM ENROLLED	71	0	0
ITEM 16	STUDENT INTENT	71	0	0
ITEM 17	NON-DISCLOSURE	71	0	0
ITEM 18	REPORTING PERIOD	71	0	0
ITEM 19	REPORT YEAR	71	0	0
ITEM 20	ETHNIC ORIGIN	71	0	0
ITEM 21	RACE	71	0	0
ITEM 21A	WHITE	71	0	0
ITEM 21B	BLACK/AFRICAN-AMER	71	0	0
ITEM 21C	ASIAN	71	0	0
ITEM 21D	AMERICAN IND/ALASK NAT	71	0	0
ITEM 21E	INTERNATIONAL	71	0	0
ITEM 21F	UNKNOWN/NOT REPORTED	71	0	0
ITEM 21G	NAT HAWAIIAN/OTHER PAC IS	71	0	0
TOTAL Report Records				71
CONTROL TOTAL		71	DISCREPANCY	0
Total Recs on Db		71		
Number Of Non-Unique/Duplicated Id's		0		
Number Of Duplicate Records		0		
Number Of Relative Duplicate Questionable		0		
Number Of Relative Duplicate Error		0		
Total Error Recs on Db		0		
Total Questionable Recs on Db		0		
Total Non Error Records on Db		71		
Total Rejected Records		0		

# Univ. Students in Self-Supporting Courses and Programs (CBM00X)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change OF CBM00X DATA Prior Year RunDate: 09/15/2010 Time: 15:32:36  
 LONE STAR UNIVERSITY 003304 ANNUAL 2010

## Gender

	2010/5	2009/5	% Diff
Male	48	77	-37.66%
Female	23	16	43.75%
Total	71	93	-23.66%

## Age

	2010/5	2009/5	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	0	1	-100.00%
22-24	0	7	-100.00%
25-30	7	33	-78.79%
31-35	5	16	-68.75%
36-50	33	26	26.92%
51-64	24	9	166.67%
65 and Older	2	1	100.00%
UnReported(not in avg)	0	0	0.00%
Average Age	46	36	29.76%
Total	71	93	-23.66%

## Classification

	2010/5	2009/5	% Diff
Freshman	0	0	0.00%
Sophomore	0	0	0.00%
Junior	0	0	0.00%
Senior	0	0	0.00%
Post-Baccalaureate	52	93	-44.09%
Masters	0	0	0.00%
Doctor's-Research/Scholarship	0	0	0.00%
Unclassified Undergraduate	19	0	100.00%
Total	71	93	-23.66%

## First Time In College

	2010/5	2009/5	% Diff
First Time In College	2	0	100.00%
Total	2	0	100.00%

## Student Intent

	2010/5	2009/5	% Diff
Not Available	71	93	-23.66%
Earn an Associate's Degree(2 year)	0	0	0.00%
Earn a Certificate(Less than 2 year)	0	0	0.00%
Earn a Baccalaureate or Higher Degree	0	0	0.00%
Not Seeking a Degree or Certificate	0	0	0.00%
Total	71	93	-23.66%

## Non Disclosure

	2010/5	2009/5	% Diff
Non Disclosure	0	0	0.00%
Total	0	0	0.00%

Total Students	71	93	-23.66%
Total Duplicate Records	0	0	0.00%
Total Records	71	93	-23.66%

Sum SCH Attempted 2010/5 213 2009/5 \*No Exact Historic Data Available

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

Ethnic Origin	2010/5	2008/5	% Diff
Hispanic or Latino Origin	13	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	53	*No Exact Historic Data Available	
Not Answered	5	*No Exact Historic Data Available	
Total	71	*No Exact Historic Data Available	

Race	2010/5	2009/5	% Diff
Multi-racial	6	*No Exact Historic Data Available	
White only	42	*No Exact Historic Data Available	
Black only	4	*No Exact Historic Data Available	
Hispanic only	7	*No Exact Historic Data Available	
Asian only	7	*No Exact Historic Data Available	
American Indian/Alaskan Native only	1	*No Exact Historic Data Available	
International only	3	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	1	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	0	*No Exact Historic Data Available	
Total	71	*No Exact Historic Data Available	

Races reported in Multi-racial	2010/5	2009/5	% Diff
White	6	*No Exact Historic Data Available	
Black	4	*No Exact Historic Data Available	
Asian	2	*No Exact Historic Data Available	
American Indian/Alaskan Native	1	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
EDIT OF CBM00X DATA  
LONE STAR UNIVERSITY 003304

Page 1

ANNUAL 2010

RunDate: 09/15/2010 Time: 15:37:25

ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	*	ITEMS	*	ITEM	ITEM	***	ITEMS	***	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	

There Were No Errors Detected For : LONE STAR UNIVERSITY

Items In Error Are Indicated By (\*), Questionable By (-)

STUDENT END OF SEMESTER REPORT  
CBM0E1

The Student End of Semester Report reflects students enrolled at the reporting institution as of the final day of each semester. If a student withdraws from a class on or before the census date, the semester credit hours from that class will not be included in this report (no record for the student is submitted if the student withdraws from the institution on or before census date). If a student withdraws from a class after the census date, that class enrollment will be reported so that the CBM0E1 record matches the individual course records on the CBM00S. Students in flex entry courses will be reported on the CBM0E1 in the semester they are reported on the CBM00S, even if they are not enrolled on the final day of the semester.

This report includes all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications).

Students who register for a class that is organized with regular semester classes but whose first class day is not until after the term census date cannot have the hours reported on either the CBM001 or CBM004, **but need to be reported on the CBM0E1.**

Students who enroll in a class that begins before the census date but who are not reported on the CBM001 due to late payment of tuition (after the 20th class day in fall or spring or after the 15th class day in summer) or due to late enrollment in a regularly scheduled class should be reported on the CBM0E1 with non-funded hours (Items #21, #22, #23) for the affiliated classes. These students should also be reported on the **CBM00S** in Item #17, SCH Not Funded Reason, with a '5', "Student did not pay by census date." This instance is NOT reported as a flex record since the class itself is not a flex class.

Census Dates for other than 16 or 6 week terms are outlined below:

<u>Fall and Spring Semesters</u>		<u>Summer Semester</u>	
<u>Length of Term (Weeks)</u>	<u>Census Date</u>	<u>Length of Term (Weeks)</u>	<u>Census Date</u>
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th Class Day
12	9th Class Day		
13 – 14	10th Class Day		
15	11th Class Day		
16	12th Class Day		

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through

## Univ. Student End of Semester Report (CBM0E1)

Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

### Summer Sessions

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as Summer I reports and are due on September 30.

### Classes Organized After the Official Census Date and Classes that Span Semesters (Flexible Entry)

Students in classes that are organized after the official census date will be submitted on the CBM0E1 report as follows: (1) they will be reported in the same semester they started in if the class ends by the end of the term; and (2) they will be reported in the next semester if the class starts in one semester and is not completed until after the term end date. Students in a flex- entry class that concludes in the semester the class began will be identified by inserting a '1' in Item #16 to denote "flexible entry." Students enrolled in classes that span semesters, as in example (2), will be denoted with a '6' in Item #16 in the semester that the class ends. Note that students in classes that begin before or on the census date but end in a later semester will also be reported as flex with a '6' in Item #16, as will students in courses that fall between semesters (e.g., mini-mester courses).

**NOTE:** A class is organized when students have registered and have paid fees or established accounts receivable.

A class which is organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class, unless it spans semesters.

A reference table showing flex-entry instructions for the CBM00E1 and other applicable reports is available in the *Appendix*.

### Inter-institutional Students

See the discussion in the Introduction of the Class Report, CBM004, and Student Schedule Report, CBM00S.

### Reporting Semester Credit Hours

Item #10A, which separate the semester credit hours (SCH) into on-campus and off-campus categories, should be the total SCH the student attempted in the current term. All institutions will be expected to report all zeros in Items #22 and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 (inter-institutional load) are to be completed for both undergraduate and graduate students. For undergraduate students, Item #10A should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35):

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- Item #15 SCH in inter-institutional courses that DO qualify for state funding
- Item #21 SCH in collegiate courses that DO NOT qualify for state funding
- Item #22 SCH in developmental education courses/interventions, which DO NOT qualify for state funding
- Item #23 SCH in inter-institutional courses that DO NOT qualify for state funding
- Item #24 SCH in collegiate courses that DO qualify for state funding
- Item #25 SCH in developmental education courses/interventions, which DO qualify for state funding
- Item #35 Graduate SCH of seniors

These items are mutually exclusive. When combined, they represent the total semester credit hours for the undergraduate student. Since Item #35 is graduate hours of undergraduate students, the value in it is not included in the undergraduate 0E1/00S balance check.

There will be **one** semester credit hour check between the student report (CBM0E1) and the student schedule report (CBM00S):

The credit hours identified in Item #10A for all students on the CBM0E1, including flexible entry records, minus the sum of the credit hours identified in Items #15 and #23 (inter-institutional SCH), which are coded '1' in Item #26 on the CBM00S, must be within 100 hours of the total SCH of the class records on the CBM00S.

## Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the semester reported), and who exceed the funding limit (prior to the semester reports). Item #27, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #26, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

Effective fall 2009, in compliance with H.B. 101, 81st Texas Legislature, amendments that relate to those hours not subject to the limitation on formula funding set out in Section 13.103 of Chapter 13, Subchapter F of Board Rules will include dual credit course hours for which the student received credit toward a high school diploma and semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (Chapter 13, Subchapter F, Section 13.104).

## Funding Limitation for Doctoral Students

The Legislative limit of 99 doctoral funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted

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program or individual exceptions during the next funding period.

### Distance Education

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

*In response to the COVID-19 pandemic, TAC Rule § 4.264(c) regarding the restriction of submission of distance education courses for formula funding, taken by non-resident students who are located out of state, was temporarily modified on August 31, 2020. Please see the [8/31/2020 Memorandum](#) for additional details about how to report these students.*

### Reporting Non-semester-length Developmental Education Interventions

Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)]. Interventions of four or more contact hours may be reported for formula funding. Semester credit hours (SCH) should be included in the appropriate SCH fields and reported with two decimal places (consistent with the CBM00S). Students enrolled interventions that begin after the census date should be reported as flexible entry.

To determine appropriate SCH for reporting, divide the student contact hours by 16 or round the hours to the nearest quarter SCH. Institutions may choose only one of these two methods. Examples are provided below:

- A 5 contact hour intervention: 0031 (5/16) or 0025 (rounded to nearest  $\frac{1}{4}$  SCH)
- An 8 hour SCH intervention: 0050 (8/16) or 0050 (no need to round)
- A 19 contact hour intervention: 0019 (19/16) or 0125 (rounded to nearest  $\frac{1}{4}$  SCH)

### Reporting Dual Credit Students

The semester credit hours attempted by a student who is classified on the CBM00S in item #18 as option '1' (a dual credit high school student) must be reported on the CBM0E1 in item #31 for the relevant dual credit courses. The SCH attempted by students who are reported with option '2' on Item #18 on the CBM00S (high school student with course reported for college credit only) should not be reported on the CBM0E1 in item #31.

As of September 2009 semester credit hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (dual credit hours) are not included in calculations of excess hours of undergraduate students. However, dual credit students should still be reported on item #27 with a '2'. The hours reported as earned in dual credit (as reported on item #31) will be excluded from excess hours calculations.

Hours earned by dual credit students are also reported in other applicable items.



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### Dual Credit Courses Allowed and Not Allowed for State Funding

As of fall 2019, changes to TEC, Section 61.059 add additional dual credit courses to the list that are allowable for funding. Institutions of higher education may not include dual credit courses for formula funding unless they meet requirements outlined in the Texas Education Code Section 61.059 (p) and (q). The following courses, when taken for dual credit, may be reported for funding under the statute:

- 1) Any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
- 2) A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
- 3) Career and technical education courses **that apply to any certificate or associate's degree** offered by the institution providing credit.
- 4) Foreign language courses; and
- 5) All courses taken by students who are enrolled in approved Early College High Schools.

Semester Credit Hours in dual credit courses that are not reportable for state funding must be reported in item #21. Report all dual credit semester credit hours attempted in item #31.

### Reporting Student Classification and Race/Ethnicity

Student classification (Item #5) may be different at the end of the semester, and Ethnic Origin/Race (Items #38 and #39) may also be reported differently at the end of the semester than at the beginning (as reported on the CBM001). Whenever possible, be consistent with the CBM001 report; otherwise, select the classification/categorization that is most appropriate at the end of the semester. Coordinating Board reports will generally use CBM001 records for determining classification and race/ethnicity.

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INSTRUCTIONS FOR STUDENT END OF SEMESTER REPORT

For the current reporting period, enter a separate student record on the CBM0E1 based on the student's registration in:

- regular classes;
- flex-entry classes that started after the term census date and finish by the end of the semester (FE=1); or
- flex-entry classes that started in prior semesters and finish in the current semester (FE=6).

Item #1 Record Code. Always enter '1'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4 Gender. Enter the gender of the student.

M = Male      F = Female

Item #5 Classification. Enter the classification of the student as of the beginning of the term.

- |   |           |   |                                       |
|---|-----------|---|---------------------------------------|
| 1 | Freshman  | 5 | Post-Baccalaureate                    |
| 2 | Sophomore | 6 | Master's Level                        |
| 3 | Junior    | 7 | Doctor's Level-Research/Scholarship   |
| 4 | Senior    | 8 | Doctor's Level- Professional Practice |

Use the following guidelines to classify students:

- 1 Freshman
- 2 Sophomore      Institutions will use their guidelines for these categories
- 3 Junior
- 4 Senior
- 5 Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
- 6 Master's Level – a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution
- 7 Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program. Such students are those who have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree.

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8 Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

Item #6 Date of Birth. Enter all four digits of the year, the month, and the day of birth for the student in the YYYYMMDD format.

YYYY = Year    MM = Month    DD = Day

**NOTE:** If the month of birth is known and the year is unknown, code both month and year as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '06'.

Item #7 Tuition Status. Enter the code indicating the status of the student for tuition purposes.

- 1 Resident Tuition (regular)
- 2 Non-Resident Tuition (regular)
- 3 Tuition Exemption for Texas Resident
- 5 Thesis or Dissertation
- 9 Law (resident)
- 0 Law (non-resident)
- A Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition
- C An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is allowed to pay resident tuition
- E Tuition waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
- F Tuition waiver that allows Texas universities within 100 miles of the state border to charge a lower rate than the regular out-of-state tuition rate to out-of-state-students
- N Visiting student allowed to enroll due to Natural Disaster (currently not in use)

**NOTE:**

- a) Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
- b) Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying regular resident tuition. Students coded 'A' must complete the affidavit.
- c) Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they actually established a domicile in Texas and have been classified as residents eligible to pay regular resident tuition.

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent

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address at the time of application to the institution. See Appendix B for codes.

- a. Enter the Texas county code for students who are Texas residents
- b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states
- c. Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9 Transfer Student or First-Time-In-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 9s for institutions not having a FICE code or a designated identifying number.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who re-enter for further education.

If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

In the term that the student is accepted into a master's program, doctoral research/scholarship program, or doctoral professional practice program (AUD, DVM, Law, Optometry, PharmD) for the first time, enter '000001' in this item; otherwise, leave blank unless the student is a first-time transfer at that level. If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

**NOTE:** The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #10A Semester Credit Hour Load. Enter the number of on-campus semester credit hours, including non-state-funded ones for which the student is registered in the current semester. Items #10A should be the total SCH the student attempted in the current term and should equal the sum of Items:

- #15 SCH - Inter-Institutional State-Funded
- #21 SCH - Load NOT State-Funded (Undergraduate and Graduate)
- #22 SCH - Developmental Load NOT State-Funded
- #23 SCH - Inter-Institutional Load NOT State-Funded
- #24 SCH - Load State-Funded
- #25 SCH - Developmental Load State-Funded
- #35 Graduate SCH of Seniors Within 12 Hours of Graduation

Students who are in courses that span semesters are reported in the semester in

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which the course concludes with a '6' in item #16, Flexible Entry. Flex '6' students are not included in this item in the semester in which the course began, even if the course started before the census date and is reported on the CBM001 in a prior semester.

**Item #10B** Unused.

Item #11 Doctoral Semester Credit Hours (SCH) Funded. Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM0E1 record for each unique doctoral funding category will be submitted. In the additional doctoral CBM0E1 records, duplicate all items with the following exceptions: zero fill Item #10A and enter a '3' in Item #16 (Flexible Entry) and enter the appropriate doctoral funding code in Item #19.

**NOTE:** Continue to report all hours attempted in the initial doctoral student record in Item #10A, as appropriate.

Item #12 Unused

Item #13 Semester. Enter the appropriate code.

1 Fall      2 Spring      3 Summer

Item #14 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #15 SCH - Inter-Institutional State-Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #23), all other collegiate level courses (Items #21 and #24), and all developmental courses and/or interventions (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students and there is an inter-institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction of the CBM004 report.

Item #16 Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported on the CBM00S this semester. Any doctoral-research/scholarship student record after the first that is being reported for multiple funding

areas is coded '3'. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (currently not in use); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class, unless it spans the semester.

Enter a '6' if a student is enrolled in a class that spans from the previous semester and is being reported as completed this semester on the CBM00S. A student enrolled in a course that falls between semesters is reported with a '6' in the following semester.

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If the situations above do not apply, leave the item blank. If a student takes regular and flexible entry classes, the student must be reported with a separate CBM01E record for the regular courses (blanks) and for each flex type. A Flexible Entry Reference Table is available in the *Appendix*.

Item #17 Remote Campus. Restricted to use by Texas Woman's University and The University of Texas System and to identify students who are confined to a correctional institution. If the situations below do not apply, leave the item blank.

If the student is incarcerated, enter a '5'.

TWU will enter a '1' for their students enrolled at one of the Dallas educational facilities and a '2' for their students enrolled at the Houston campus.

UT System will enter a '6' for students enrolled at a UT component as a Coordinated Admission Program student. These CAP students should be reported as first-time degree seeking at the current institution to be consistent with the IPEDS definition if the student intends to get a degree at any institution.

Item #18 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '24019900' or '99999999'.

Item #19 Doctoral Funding Code. Enter the funding code of the associated CIP area where semester credit hours (SCH) of doctoral students are generated. If a doctoral-research/scholarship student generates doctoral SCHs in more than one funding area, multiple CBM001 records will be created (see explanation in Item #11). Funding codes of 08-law, 12-vocational training, 13-physical training, 18-teacher education practice teaching, and 19-technology do not have doctoral funding rates and are not allowed.

Item #20 Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition

21 Application of resident rather than nonresident tuition to military personnel and dependents

Item #21 SCH – Load NOT State-Funded (Undergraduate and Graduate). Enter the number of attempted semester credit hours for which the student is registered that do not qualify for state funding during the current semester. Exclude SCHs attempted in courses that are state-funded (Item #24 and #35), all developmental courses and/or interventions (Items #22 and #25), and all inter-institutional courses (Items #15 and

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- #23). Include, for example, attempted SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in the introduction of the CBM004), and SCHs of a student in military science and religion courses. Also include the credit hours of undergraduate students who have attempted the same course three or more times and are not eligible to be counted for state funding. Include semester credit hours in dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details.
- Item #22     SCH - Developmental Education NOT State-Funded. Enter the number of semester credit hours for which the student is registered during this current semester that do NOT qualify for state funding. While not funded, an institution is still required to report hours in excess of state limit. Exclude SCH attempted in courses that are collegiate level (Items #21 and #24), state-funded and/or interventions courses (Item #25), and all inter-institutional courses (Items #15 and #23). Examples include attempted SCHs of undergraduate students who have exceeded the state limit in developmental education (9 semester credit hours) and SCHs earned in developmental ESOL and developmental student success courses for which state funding is not allowable.
- Item #23     SCH - Inter-Institutional Load NOT State-Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Item #15), all other collegiate-level courses (Items #21 and #24), and all developmental courses and/or interventions (Item #22 and #25).
- Item #24     SCH - Load State-Funded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCHs attempted in collegiate courses that are not state funded (Item #21), all developmental courses and/or interventions (Items #22 and #25), and all inter- institutional courses (Items #15 and #23).
- Item #25     SCH - Developmental Load State-Funded. Enter the number of semester credit hours in developmental courses and interventions in which the student is registered during this current semester that DO qualify for state funding. Exclude attempted SCH of the student in developmental courses and/or interventions that are not state funded or SCH of the student who has exceeded the developmental state limit (Item #22), SCH attempted in courses that are collegiate-level (Items #21 and #24), and SCH of all inter-institutional courses (Items #15 and #23).
- Item #26     SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a junior or senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. You may enter '000' for all students until the Fall semester 2001.

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Item #27 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 to summer 2006 (45- hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Effective June 1, 2018, enter a "5 – Returning Student" if the student has accrued at least 50 SCH and stopped out for 24 months (one-time only).

Include dual credit high school students who meet the definition above; hours reported in Item #31, Semester Credit Hours of Students Enrolled in Dual Credit Courses, will be excluded from calculations of hours affected by the undergraduate funding limitation.

Item #28 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #29 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #30 Middle Name Initial. Enter the initial of the student's middle name.

Item #31 Semester Credit Hours of Students Enrolled in Dual Credit Courses. Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These hours are to be included in any of the other credit hour items as appropriate.

Item #32 Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not.

- 01 Teacher Education-Initial certification, undergraduate
- 02 Teacher Education-Initial certification, master's
- 03 Teacher Education-Alternative Certification Program
- 04 Teacher Education-Post-Baccalaureate
- 10 Nursing (51.3801.00) RN to BSN degree program (previously ADN to BSN)
- 11 Nursing (51.3801.00) Initial RN licensure, generic associate degree program
- 12. Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program
- 13 Nursing (51.3801.00) Initial RN licensure, master's degree program
- 14 Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program
- 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program
  
- 20 Dental Hygiene (51.0602.00) – undergraduate or master's program
- 21 Respiratory Therapy/Care (51.0908.00)
- 22 Physician Assistant (51.0912.00) – undergraduate or master's program
- 23 Clinical/Medical Laboratory Science/Research and Allied Health Professions (51.10) – undergraduate or master's program



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- 24 Occupational Therapy (51.2306.00) – undergraduate or master’s program
- 25 Physical Therapy (51.2308.00) – master’s program
- 40 Doctor's Level-Professional Practice – Audiology (AUD)
- 41 Doctor's Level-Professional Practice – Veterinary Medicine (DVM)
- 42 Doctor's Level-Professional Practice – Law (JD, LLB)
- 43 Doctor's Level-Professional Practice – Optometry (OD)
- 44 Doctor's Level-Professional Practice – Pharmacy (PharmD)
- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP)
- 46 Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT)

**Definitions:**

The Restricted Program Admission codes for Nursing (codes 10-15) are needed in the calculation of graduation rates (Education Code 61.0901) and for the distribution of funds under the Nursing Shortage Reduction Program (Education Code 61.9623).

- 01-04 Teacher Education – a student admitted to and continuing his/her enrollment in a teacher education program.
- 10 Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.
- 11 Nursing (51.3801.00) Initial RN licensure, generic associate degree program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board’s purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 12 Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. For the Board’s purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 13 Nursing (51.3801.00) Initial RN licensure, master’s degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. The Board uses the data to count graduates.
- 14 Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board’s purpose of counting graduates and calculating completion rates, this program is considered a one-year program.
- 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and

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who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

- 20 Dental Hygiene (51.0602.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a dental hygiene program.
- 21 Respiratory Therapy/Care (51.0908.00) – a student admitted to and continuing his/her enrollment in a respiratory therapy/care program.
- 22 Physician Assistant (51.0912.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a physician assistant undergraduate or master's program.
- 23 Clinical/Medical Laboratory Science/Research and Allied Health Professions (51.10) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a clinical lab science program.
- 24 Occupational Therapy (51.2306.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in an occupational therapy undergraduate or master's program.
- 25 Physical Therapy (51.2308.00) master's program – a student admitted to and continuing his/her enrollment in a physical therapy master's program.
- 40 Doctor's Level-Professional Practice – Audiology (AUD) – a student admitted to an approved Audiology program at the institution.
- 41 Doctor's Level-Professional Practice – Veterinary Medicine (DVM) – a student admitted to an approved Veterinary Medicine program at the institution.
- 42 Doctor's Level-Professional Practice – Law (JD, LLB) – a student admitted to an approved Law program at the institution.
- 43 Doctor's Level-Professional Practice – Optometry (OD) – a student admitted to an approved Optometry program at the institution.
- 44 Doctor's Level-Professional Practice – Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.
- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP) – a student admitted to a practice-focused doctoral program in Nursing Practice.
- 46 Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral program in Physical Therapy.

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- Item #33 Non-Degree-Seeking Student. For a student who does not plan to pursue a degree, enter a '1'; else enter '0'. These students will be excluded from graduation rate reports.
- Item #34 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #35 Graduate SCH of Seniors Within 12 Hours of Graduation. Enter the number of semester credit hours attempted in graduate classes of senior students who are within 12 hours of their first baccalaureate. These hours do not count toward the 30+ or 45+ undergraduate SCH funding limit. By excluding these graduate hours from Item #24, the undergraduate comparison of fundable semester credit hours of students who are affected by the undergraduate SCH limit between the CBM001 and CBM004 should balance.
- Item #36 High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as first-time-in-college (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Not required for students accepted in a master's, or doctoral research/scholarship or professional practice program for the first time. Leave blank if not applicable.
- May be reported for all students. Use the CB-created special CEEB codes in Appendix M for students who did not graduate from a Texas high school.
- Item #37 PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.
- Item #38 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.
- 1 Hispanic or Latino origin
  - 2 Not Hispanic or Latino origin
  - 3 Not answered
- Item #39 Race. Select one or more codes indicating the race of the student.
- Item #39A 1 White
- Item #39B 2 Black or African-American
- Item #39C 4 Asian
- Item #39D 5 American Indian or Alaskan Native
- Item #39E 6 International
- Item #39F 7 Unknown or Not Reported
- Item #39G 8 Native Hawaiian or Other Pacific Islander

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original

## Univ. Student End of Semester Report (CBM0E1)

peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

### **Notes:**

- a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7), report with the international code.
- b) Report the ethnicity of a student who was classified as a resident based on TEC 54.052(a)(3) (coded ‘A’ in Item #7 on the CBM001).
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Item #40 Individual with Intellectual or Developmental Disabilities (IDD). Student has been identified as having an intellectual or developmental disability based on the definitions provided below. If a student is identified as having both an Intellectual Disability and identified as being on the Autism Spectrum, prioritize the reporting of the Intellectual Disability (enter ‘1’). Institutions may only report students who have been identified through self-identification and/or documented receipt of special services.

### Definition of Intellectual and Developmental Disability (IDD):

For reporting purposes, for Items #40 and #40A, Intellectual and Developmental Disability (IDD) is defined as a neurodevelopmental disorder that must meet the following criteria:

- a. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
- b. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such a communication, social participation, and independent living, across multiple environments, such as home, school, work and community.

Univ. Student End of Semester Report (CBM0E1)

- c. (a) and (b) may occur after the developmental period (such as in the case of a traumatic brain injury).
- d. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.
- 0. Student not identified as having an IDD
- 1. Student identified as having an IDD as defined above
- 2. Student identified as having an Autism Spectrum Disorder but not an Intellectual Disability (Report '1' if student is also identified as having an Intellectual Disability)

Item #40A Individual enrolled in a transitional or other program for students with Intellectual and Developmental Disabilities (IDD). Enter '1' if student was ever enrolled in a program for students with IDD at your institution. Report if student was enrolled in program at any time. Report only if coded '1' or '2' in Item #40. Enter '0' if student was not enrolled in a program for students with IDD. A record should NOT be created for students who are not otherwise reported on the CBM001. See definition of program below.

Definition of Postsecondary Transitional Program or Program for Students with IDD:

A degree, certificate or non-degree program for students with IDD that is offered by an institution of higher education. These programs are designed to support students with IDD who want to continue academic, career, and independent living instruction following completion of secondary education.

- 0. Student never participated in a postsecondary program for students with IDD at this institution
- 1. Student participated in a postsecondary program for students with IDD at this institution
- 2. It is unknown if the student participated in a postsecondary program for students with IDD at this institution

Univ. Student End of Semester Report (CBM0E1)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always ‘1’	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number – Alphanumeric	8	9
Item #4	Gender - ‘M’ or ‘F’	17	1
Item #5	Classification – Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric	28	3
Item #9	Transfer/First-Time-In-College – Numeric or blank	31	6
Item #10A	SCH Load – Leading zeros, two decimals	37	4
<b>Item #10B</b>	<b>Unused – Zero fill</b>	<b>41</b>	<b>4</b>
Item #11	Doctoral Hours Funded – Leading zeros, two decimals	45	4
Item #13	Semester – Numeric	49	1
Item #14	Year - YYYY – Numeric	50	4
Item #15	SCH - Inter-Inst State-Funded – Leading zeros, two decimals	54	4
Item #16	Flexible Entry	58	1
Item #17	Remote Campus – Restricted use	59	1
Item #18	Major Area of Concentration - CIP – Numeric	60	8
Item #19	Doctoral Funding Code – Numeric	68	2
Item #20	Tuition Exemption/Waiver Code – Numeric or blank	70	2
Item #21	SCH-College Not State Funded – Leading zeros, two decimals	72	4
Item #22	SCH-Dev Not State Funded – Leading zeros, two decimals	76	4
Item #23	SCH-Inter-Inst Not State-Funded – Leading zeros, two	80	4
Item #24	SCH-College State Funded – Leading zeros, two decimals	84	4
Item #25	SCH-Develop State Funded – Leading zeros, two decimals	88	4
Item #26	SCH-Undergraduate Degree Program – Numeric	92	3
Item #27	Student Affected by UG Funding Limit – Numeric	95	1
Item #28	Last Name – 20 characters	96	20
Item #29	First Name – 10 characters	116	10
Item #30	Middle Name Initial – 1 character	126	1
Item #31	SCH-Dual Credit – Leading zeros, two decimals	127	4
Item #32	Restricted Program Admission	131	2
Item #33	Non-Degree-Seeking Student – Numeric	133	1
Item #34	Non-Disclosure – Numeric	134	1
Item #35	Graduate SCH of Seniors – Leading zeros, two decimals	135	4
Item #36	High School Code	139	6
Item #37	PEIMS Identification Number	145	9
Item #38	Ethnic Origin – Numeric	154	1
Item #39	Race:		
Item #39A	White – ‘1’ or blank	155	1
Item #39B	Black or African-American – ‘2’ or blank	156	1
Item #39C	Asian – ‘4’ or blank	157	1
Item #39D	American Indian or Alaskan Native – ‘5’ or blank	158	1

Univ. Student End of Semester Report (CBM0E1)

		<u>Beginning Position</u>	<u>Length</u>
Item #39E	International – '6' or blank	159	1
Item #39F	Unknown or Not Reported – '7' or blank	160	1
Item #39G	Native Hawaiian or Other Pacific Islander – '8' or blank	161	1
Item #40	Individual with IDD – Numeric	162	1
Item #40A	Individual enrolled in IDD program – Numeric	163	1

Univ. Student End of Semester Report (CBM0E1)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	N/A	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' thru '8'; if coded '8', Item #32 must = '40' thru '46'
6. Date of Birth	Value less than 16 or greater than 75 years of age; age less than 13 or greater than 19 if Item #31 is greater than 0	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7. Tuition Status	N/A	Any value except '0', '1', '2', '3', '5', '9', 'A', 'C', 'E', or 'F'; if coded 'F', FICE not = institutions that applied
8. Residence	N/A	Not on residence file; not coded '001' thru '254' when Item #20 is coded '01'; not coded '310' thru '400' if item #7 = 'F'
9. Transfer/First-Time-In-College	Zero students coded '000001' in spring or summer	Any non-numerical characters or embedded spaces; invalid FICE code; '000001' if Item #31 > '00'; zero students coded '000001' in fall
10. SCH Load (On Campus & Off Campus)	#10A less than 1 or greater than 22; #10A greater than 30 when Item #32 = '41'	Any non-numerical value; unused positions should be zero-filled; #10A greater than 40 when Item #32 = '41'



Univ. Student End of Semester Report (CBM0E1)

<u>ITEMNUMBER</u>	<u>QUESTIONABLEVALUE</u>	<u>ERRORVALUE</u>
11. Doctoral SCH	Value greater than 18; zero hours if institution has approved doctoral programs	Any non-numerical value if Item #5 = '7'; not numerical if Item #16 = '3'; doctoral hours if institution has no approved doctoral programs
12. Unused	N/A	N/A
13. Semester	N/A	Must match value on header record
14. Year	N/A	Must match value on header record
15. Inter-institution SCH	(See Item #24)	Non-numerical
16. Flexible Entry	N/A	Any value except spaces or '1', '3', or '6'
17. Remote Campus	N/A	Any value except spaces or '1', '2', '5', or '6'
18. Major Area of Concentration – CIP	N/A	Not on CIP file; '99999999' if Item #5 coded '6', '7', or '8'; not '51380100' if Item #32 coded '10' thru '15'
19. Doctoral Funding Code	N/A	Value of '08', '12', '13', '18', or '19'; not numeric if Item #5 = '7'
20. Tuition Exemption	Any value except '01' when Item #7 is coded '3' and Item #8 > '254'	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
21. SCH-Collegiate Not Funded	(See Item #24)	Non-numerical
22. SCH-Developmental Not Funded	(See Item #24)	Non-numerical
23. SCH-Inter-Inst Not Funded	(See Item #24)	Non-numerical

Univ. Student End of Semester Report (CBM0E1)

<u>ITEMNUMBER</u>	<u>QUESTIONABLEVALUE</u>	<u>ERRORVALUE</u>
24. SCH-Collegiate Funded	Sum of Item #15, #21, #22, #23, #24, #25, #35 less than 1 or greater than 22	Non-numerical
25. SCH-Developmental Funded	(See Item #24)	Non-numerical
26. SCH-UG Degree Program	Value less than 120 or greater than 160	Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4'
27. Student Affected by UG Limit	N/A	Any value except '0', '1', '2', or '5'
28. Last Name	N/A	Blank, numerical
29. First Name	Blank	Numerical
30. Middle Initial	N/A	N/A
31. SCH Dual Credit	Value greater than 09	Non-numerical or greater than 21; greater than the sum of Item #15, #21, #23, #24, and #35; value greater than '00' if Item #9 is coded '000001'
32. Restricted Prog Admission	Item #2 not = 003658 if coded '13'	Any value except blank or '01'-'04', '10', '11', '12', '14', and '15' when Item #18 is coded '51380100' and Item #5 = '1'-'4' or '13' when Item #18 is coded '51380100' and Item #5 = '6' or '20'-'25' or '40'-'44' and '46' when Item #5 = '8' or '45' when Item #5 = '7'
33. Non-Degree-Seeking	N/A	Any value except '1' or '0'
34. Non-Disclosure	N/A	Any value except '2' or '0'
35. Grad SCH of Seniors	(See Item #24)	Non-numerical; Item #5 coded '1', '2', or '3'
36. High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254'

Univ. Student End of Semester Report (CBM0E1)

<u>ITEMNUMBER</u>	<u>QUESTIONABLEVALUE</u>	<u>ERRORVALUE</u>
37. PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
38. Ethnic Origin	N/A	Value other than '1', '2', or '3'
39A. White	N/A	Value other than '1' or space or value = '1' and '7'
39B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
39C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
39D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
39E. International	N/A	Value other than '6' or space or value = '6' and '7'
39F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
39G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
40. Individual with IDD	N/A	Any value other than '0', '1', or '2'
40A. Individual enrolled in IDD program	N/A	Any value other than '0', '1', or '2'

Note: If the sum of Items #15, #21, #22, #23, #24, #25, #35 is less than 1 or greater than 22, a questionable message will be generated.

**DISCREPANCY:** The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown as a discrepancy.

Univ. Student End of Semester Report (CBM0E1)

CBM0E1/00S SEMESTER CREDIT HOUR MISMATCH

The CBM0E1 edit program sums the semester credit hour load from Item #10A minus Items #15 and #23, including flexible entry students. Error records are excluded from the counts. This is the CBM0E1 semester credit hour total listed in the error message. The grand total semester credit hours from the CBM00S sums Items #11 and #12 where Item #26 = '0', excludes inter-institutional records where Item #26 = '1', and any error records.

If the discrepancy between the two totals is greater than 100, an error message will appear on the CBM0E1 edit page.

The CBM0E1 and CBM00S edit programs each generate the CBM0E1/00S SCH comparison. Please note, since the CBM0E1 edit program is always scheduled to run before the CBM00S edit program, the CBM0E1's comparison will be calculated prior to an update to the CBM00S submitted at the same time as the CBM0E1 update. Therefore, if updates are processed for both reports on the same day, the CBM0E1 report may show an out-of-balance condition and the CBM00S may show the two reports to balance.

Univ. Student End of Semester Report (CBM0E1)

SUMMARY OF STUDENT DATA

**HEADCOUNT:** The headcount is a summation of CBM0E1 records less the multiple doctoral student records. The total headcount is categorized by gender, age, residence, ethnic origin, classification, first-time students, restricted program admission, tuition status, non-degree seeking students, non-disclosure, and flexible entry.

**AGE:** The age distribution is calculated by subtracting the date of birth (Item #6) from the beginning date of the semester. For this report, the beginning date of each semester is:

Fall: September 1  
Spring: January 1  
Summer: June 1

**SEMESTER CREDIT HOURS (SCH):**

Collegiate State-Funded: Item #24 is summed to produce a total

Collegiate UG Not State-Funded: Item #21 is summed to produce a total

Inter-Institutional State-Funded: Item #15 is summed to produce a total

Inter-Institutional Not State-Funded: Item #23 is summed to produce a total

Developmental State-Funded: Item #25 is summed to produce a total

Developmental Not State-Funded: Item #22 is summed to produce a total

Vet Med Professional Practice: Item #10A is summed to produce a total based on Item #5 = '8' and Item #32 = '41'

Graduate SCH of Seniors: Item #35 is summed to produce a total

Graduate Students incl post-bacc: Item #10A is summed to produce a total based on Item #5 = '5', '6', '7', '8'

Attempted in Doctoral Courses: Item #11 is summed to produce a total

Each of the SCH Items are summed for Flex-Entry records (Item #16 = '1')

**FIRST-TIME STUDENTS:** The first-time-in-college is based on a transfer code of '000001' in Item #9. All other numeric values for the transfer code cause a counter to be incremented to show the number of students who have transferred to your institution. Item #36 is used for first-time students from Texas and out-of-state high schools.

**SPECIAL DOCTORAL RECORDS:** This reflects the number of additional doctoral student records which have been submitted in order to report more than one doctoral funding area of doctoral hours attempted.

**STUDENTS AFFECTED BY LIMIT:** The summary is based on Item #27 using codes '1' for students who first enrolled in an institution of higher education fall 1999 to summer 2006 (45-hour rule) and '2' for students who first enrolled in an institution of higher education fall 2006 or later (30-hour rule).

Univ. Student End of Semester Report (CBM0E1)

REPORTS GENERATED

Doctoral Students Approaching Doctoral SCH Limit  
Doctoral Students Exceeding Doctoral SCH Limit  
UG Students Approaching 30-Hour Funding Limit  
UG Students that will Exceed the 30-Hour Funding Limit after this Term  
UG Students Exceeding 30-Hour Funding Limit  
UG Students Approaching 45-Hour Funding Limit  
UG Students that will Exceed the 45-Hour Funding Limit after this Term  
UG Students Exceeding 45-Hour Funding Limit

Univ.StudentEndofSemesterReport(CBM0E1)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

SR-CBM0E1 EOS/EOQ EDIT SUMMARY FROM  
STATE UNIVERSITY

RunDate: 01/05/2011 Time: 12:06:11  
000001 SUMMER 2011

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	6	0	0
ITEM 2 INST. CODE	6	0	0
ITEM 3 STUDENT ID	6	0	0
ITEM 4 GENDER	6	0	0
ITEM 5 Classification	6	0	0
ITEM 6 DATE OF BIRTH	6	0	0
ITEM 7 Tuition Status	6	0	0
ITEM 8 Residence	6	0	0
ITEM 9 Transfer	6	0	0
ITEM 10A SCH Load	6	0	0
ITEM 10B Unused	6	0	0
ITEM 11 Doctoral Hours Funded	6	0	0
ITEM 13 SEMESTER	6	0	0
ITEM 14 Year	6	0	0
ITEM 15 Interinstitution SCH	6	0	0
ITEM 16 Flexible Entry	6	0	0
ITEM 17 Remote-Campus	6	0	0
ITEM 18 Major--Texas Cip	3	0	3
ITEM 19 Doctoral Funding Code	6	0	0
ITEM 20 Tuition Exemption	6	0	0
ITEM 21 SCH - College UG Not Fund	6	0	0
ITEM 22 SCH - Develp Not Fund	6	0	0
ITEM 23 SCH - IINST Not Fund	6	0	0
ITEM 24 SCH - Colleg Funded	6	0	0
ITEM 25 SCH - Develp Funded	6	0	0
ITEM 26 SCH - UG Degree Pgm	6	0	0
ITEM 27 Affected by Fund Limit	6	0	0
ITEM 28 Last Name	6	0	0
ITEM 29 First Name	6	0	0
ITEM 30 Middle Initial	6	0	0
ITEM 31 SCH - Dual Credit	6	0	0
ITEM 32 Restricted Pgm Admission	6	0	0
ITEM 33 Non-Degree-Seeking	6	0	0
ITEM 34 Non Disclosure	6	0	0
ITEM 35 Graduate SCh of Seniors	6	0	0
ITEM 36 CeebHsCode	5	0	1
ITEM 37 Student Alternate Id	6	0	0
ITEM 38 Ethnic Origin	6	0	0
ITEM 39 Race	6	0	0
ITEM 39A White	6	0	0
ITEM 39B Black	6	0	0
ITEM 39C Asian	6	0	0
ITEM 39D Native American-Alaskan	6	0	0
ITEM 39E International	6	0	0
ITEM 39F Unknown	6	0	0
ITEM 39G PacificIslander-NativeHawaiian	6	0	0

TOTAL Report Records	6		
CONTROL TOTAL	6	DISCREPANCY	0
Total Recs on Db	6		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	4		
Total Error Other	1		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	2		
Total Rejected Records	0		
Total Flexible Entry Records	0		

Univ.StudentEndofSemesterReport(CBM0E1)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UNIV-CBM0E1 Race and Ethnicity of Regularly Enrolled Students  
SUMMER 2011 STATE UNIVERSITY 000001 RunDate: 01/05/2011 Time: 12:06:11

White	2
Black	0
Hispanic	3
Asian	0
American Indian/Alaskan Native	0
Native Hawaiian/Other Pacific Islander	0
Multi-Racial	0
International	0
Ethnic Origin/Race Unknown	1
Total	6
Multi-Racial where Race is Black	0



Univ. Student End of Semester Report (CBM0E1)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Edit Of SR-CBM0E1 Data From RunDate: 01/05/2011 Time: 12:06:11  
 STATE UNIVERSITY 000001 SUMMER 2011

Gender  
 Male 1  
 Female 1  
 Total 2

Age  
 Under 17 0  
 17 0  
 18 0  
 19-21 2  
 22-24 0  
 25-30 0  
 31-35 0  
 36-50 0  
 51-64 0  
 65 and Older 0  
 UnReported(not in avg) 0  
 Average Age 20.5  
 Total 2

Residence  
 Texas Counties 2  
 Other States 0  
 Foreign Countries 0  
 Total 2

SCH		Flex-Entry	
Collegiate State Funded	28		0
Collegiate UG Not State Funded		0	0
Inter-Institutional State Funded		0	0
Inter-Institutional Not State Funded		0	0
Developmental State Funded		0	0
Developmental Not State Funded		0	0
Vet Med Special Professional		0	0
Graduate SCH of Seniors		0	0
Total	28		0

On-Campus		28	0
Off-Campus		0	0
Total		28	0

SCH		Flex-Entry	
Graduate Students incl post-bac		0	0

Attempted in Doctoral Courses		Flex Entry	
Total	0	0	

Classification  
 Freshman 0  
 Sophomore 2  
 Junior 0  
 Senior 0  
 Post-Baccalaureate 0  
 Masters 0  
 Doctor's-Research/Scholarship 0  
 Doctor's-Prof Practice 0  
 Total 2

LOCATION  
 On-Campus 2  
 Off-Campus 0  
 Duplicates 0  
 Total 2

## Univ. Student End of Semester Report (CBM0E1)

First Time In College	
From a Texas High School	0
From a Out of State High School	0
No High School reported	0
Subtotal	0
First Time Graduate/Professional Pgm	0
First Time Transfer student	0
Total	0
Teacher Education (Init Cert. UG)	0
Teacher Education (Init Cert. Mast.)	0
Teacher Education (Alt. Cert. Pgm)	0
Teacher Education (Post-Baccalaureate)	0
Nursing (ADN to BSN)	0
Nursing (initial RN Lic.- Associate Level)	0
Nursing (initial RN Lic.- baccalaureate Lvl)	0
Nursing (initial RN Lic.- Master's Level)	0
Nursing (initial RN Lic.- LVN to ADN Level)	0
Nursing (initial RN Lic.- LVN to BSN Level)	0
Dental Hygiene (51.0602.00 UG or Mast.)	0
Respiratory Therapy/Care (51.0908.00)	0
Physicians Assistant (51.0912.00 UG or Mast.)	0
Clinical Lab Sc. & Allied Health Pro. (51.10 UG or Mast.)	0
Occupational Therapy (51.2306.00 UG or Mast.)	0
Physical Therapy (51.2308.00 Mast. or Doct.)	0
Doctor's Prof Practice-AUD	0
Doctor's Prof Practice-DVM	0
Doctor's Prof Practice-Law	0
Doctor's Prof Practice-OD	0
Doctor's Prof Practice-PharmD	0
Doctor's Research/Scholar-DNP	0
Doctor's Prof Practice-DPT	0
Total	0
Ethnic Origin	
Hispanic or Latino Origin	1
Not Hispanic or Latino Origin	0
Not Answered	1
Total	2
Race	
Multi-racial	0
White only	2
Black only	0
Hispanic only	0
Asian only	0
American Indian/Alaskan Native only	0
International only	0
Native Hawaiian/Other Pacific Islander only	0
Ethnic Origin/Race Unknown	0
Total	2
Races reported in Multi-racial	
White	0
Black	0
Asian	0

## Univ. Student End of Semester Report (CBM0E1)

American Indian/Alaskan Native	0
Native Hawaiian/Other Pacific Islander	0
International	0
Tuition Status	
Resident Tuition	2
Non-Resident Tuition	0
Tuition Exemption Tx Res (3)	0
Thesis/Dissertation	0
Law (Resident)	0
Law (Non-Resident)	0
Resident Tuition (HB1403)	0
Resident Tuition Pending	0
Tuition Wave Non-Res (E)	0
Tuition Wave 100mi inst (F)	0
Visiting Student (N)	0
Total	2
Non-Degree-Seeking Students	0
Non Disclosure	0
Flexible Entry	0
Special Doctoral Records	0
Visiting Students (3)	0
Total HeadCount	2
Students Affected By Limit	
Students Affected By 45Hr UG Limit	0
Students Affected By 30Hr UG Limit	2
Total	2

\*\*\*Note: Totals are net errors.

# Univ. Student End of Semester Report (CBM0E1)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CBM00S records not included in CBM0E1 Report  
STATE UNIVERSITY 000001 RunDate: 01/05/2011 Time: 12:06:11

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SUMMER 2011

Fice Code	Student Id	Course Subjec	Course Number	Course Section	Sem	Report Year	FE
000001	000056123	ACCT	2401	10723	3	2011	
000001	000016123	COMM	1311	10715	3	2011	
000001	000016123	COMM	1311	1071622	3	2011	
000001	000016123	ENGL	3312	10868	3	2011	
000001	000016123	HIST	1302	10883	3	2011	
000001	000016123	MTH	3302	10898	3	2011	
000001	000010000	ACCT	2401	10723	3	2011	
000001	000010000	COMM	1311	10715	3	2011	
000001	000010000	COMM	1311	1071622	3	2011	
000001	000010000	ENGL	3312	10868	3	2011	
000001	000010000	GOVT	2301	1071111	3	2011	
000001	000010000	HIST	1302	10883	3	2011	
000001	000010000	ACCT	2401	10723	3	2011	
000001	000010000	COMM	1311	10715	3	2011	
000001	000010000	COMM	1311	1071622	3	2011	
000001	000010000	ENGL	3312	10868	3	2011	
000001	000010000	HIST	1302	10883	3	2011	
000001	999100000	MTH	3302	10898	3	2011	
000001	999210000	ACCT	2401	10723	3	2011	
000001	999210000	COMM	1311	10715	3	2011	
000001	999210000	COMM	1311	1071622	3	2011	
000001	999210000	ENGL	3312	10868	3	2011	
000001	999210000	HIST	1302	10883	3	2011	
000001	999210000	MTH	3302	10898	3	2011	
000001	999321000	ACCT	2401	10723	3	2011	
000001	999321000	COMM	1311	10715	3	2011	
000001	999321000	COMM	1311	1071622	3	2011	
000001	999321000	ENGL	3312	10868	3	2011	
000001	999321000	HIST	1302	10883	3	2011	
000001	999321000	MTH	3302	10898	3	2011	
000001	999432100	ACCT	2401	10723	3	2011	
000001	999432100	COMM	1311	10715	3	2011	
000001	999432100	COMM	1311	1071622	3	2011	
000001	999432100	ENGL	3312	10868	3	2011	
000001	999432100	HIST	1302	10883	3	2011	
000001	999432100	MTH	3302	10898	3	2011	
000001	999543210	ACCT	2401	10723	3	2011	
000001	999543210	COMM	1311	10715	3	2011	
000001	999543210	COMM	1311	1071622	3	2011	
000001	999543210	ENGL	3312	10868	3	2011	
000001	999543210	HIST	1302	10883	3	2011	
000001	999543210	MTH	3302	10898	3	2011	

Univ. Student End of Semester Report (CBM0E1)

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000001 999654321 ACCT 2401 10723 3 2011
000001 999654321 COMM 1311 10715 3 2011
000001 999654321 COMM 1311 1071622 3 2011
000001 999654321 ENGL 3312 10868 3 2011
000001 999654321 HIST 1302 10883 3 2011
000001 999654321 MTH 3302 10898 3 2011
000001 999765432 ACCT 2401 10723 3 2011
000001 999765432 COMM 1311 10715 3 2011
000001 999765432 COMM 1311 1071622 3 2011
000001 999765432 ENGL 3312 10868 3 2011
000001 999765432 HIST 1302 10883 3 2011
000001 999765432 MTH 3302 10898 3 2011
000001 999876543 ACCT 2401 10723 3 2011
000001 999876543 COMM 1311 10715 3 2011
000001 999876543 COMM 1311 1071622 3 2011
000001 999876543 ENGL 3312 10868 3 2011
000001 999876543 HIST 1302 10883 3 2011
000001 999876543 MTH 3302 10898 3 2011
- CBM00S Vs CBM0E1 Record Check - Mismatch by 60 Records
    
```

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 CBM0E1 records not included in CBM00S SCH Report  
 STATE UNIVERSITY 000001

Page 1

SUMMER 2011

RunDate: 01/05/2011 Time: 12:06:11

Fice Code	StudentID	Sem	Year	FE	Report Comment	CBM0E1 Total	CBM00S Total
000001	012345678	3	2011		SCH not =	12.0	18.0
000001	987654321	3	2011		SCH not =	16.0	18.0
- CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 2 Records							
000001		3	2011		SCH not =	77.0	36.0 ***OUT of Balance ***
- CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 41.00 SCH							

# Univ. Student End of Semester Report (CBM0E1)

CBM0E1 records not included in CBM00S Report  
STATE UNIVERSITY 000001

RunDate: 01/05/2011 Time: 12:06:11

SUMMER 2011

Fice Report  
Code StudentID Sem Year FE  
- CBM0E1 Vs CBM00S Record Check - In Balance  
Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Approaching 30 Hour Funding Limit

SUMMER 2011 STATE UNIVERSITY 000001 RunDate: 01/05/2011 Time: 12:06:11  
Hours On Database is Through Year 2010 Semester 2

Student Number	Date of Birth	Gender	Sch	Sem Program	SCH Last Name	First Name
No Students Approaching 30 Hour Funding Limit						

\*\*\*Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Approaching 45 Hour Funding Limit

SUMMER 2011 STATE UNIVERSITY 000001 RunDate: 01/05/2011 Time: 12:06:11  
Hours On Database is Through Year 2010 Semester 2

Student Number	Date of Birth	Gender	Sch	Sem Program	SCH Last Name	First Name
No Students Approaching 45 Hour Funding Limit						

\*\*\*Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Exceeding 45 Hour Funding Limit

SUMMER 2011 STATE UNIVERSITY 000001 RunDate: 01/05/2011 Time: 12:06:11  
Hours On Database is Through Year 2010 Sem 2

Student Number	Date of Birth	Gender	Sch	Sem Program	SCH Last Name	First Name
No Students Exceeded 45 Hour Funding Limit						

Edit Of SR-CBM0E1 Data From  
STATE UNIVERSITY 000001

SUMMER 2011 RunDate: 01/05/2011 Time: 12:06:11

Item(s)	10	1 1	1 1	2	3 3 3 3 3	36	Rmks
1 3 3/28 4 5 6/29 7 8 9/30 37 A B 11 2 3 14 15 6 7 18 19 20 21 22 23 24 25 26 7 1 2 3 4 5							14 15A B C D E E F G
1 000001 000123456 M 1 19900809 2 339	12 00 00	3 2011 00	50050100 00	00 00 00 12 00 000 2 00	0 0 00 441234		E
JONES		BEN	*****			2 7	
Major/CIP(Item18) Not Found on Major data base! REF0075							

- CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 2 Records
- CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 41.00 SCH
- CBM00S Vs CBM0E1 Record Check - Mismatch by 60 Records
- CBM0E1 Vs CBM00S Record Check - In Balance

Total Rejected Records	0
Total Records on DataBase	6
Total Records Other Errors	1
Total Non Error Records	5
Total Error Records	1
Total Questionable Records	0
Total Rejected Records	0

Items In Error Are Indicated By (\*), Questionable By (-)

TEXAS HIGHER EDUCATION COORDINATING BOARD

Edit00v00 Page 1

Edit Of SR-CBM0E1 Data From  
STATE UNIVERSITY 000001

SUMMER 2011 RunDate: 01/05/2011 Time: 12:06:11

Questionables ONLY

Item(s)	10	1 1	1 1	2	3 3 3 3 3	36	Rmks
1 3 3/28 4 5 6/29 7 8 9/30 37 A B 11 2 3 14 15 6 7 18 19 20 21 22 23 24 25 26 7 1 2 3 4 5							14 15A B C D E E F G
1 3 3/28 4 5 6/29 7 8 9/30 37 A B 11 2 3 14 15 6 7 18 19 20 21 22 23 24 25 26 7 1 2 3 4 5							

Items In Error Are Indicated By (\*), Questionable By (-)